

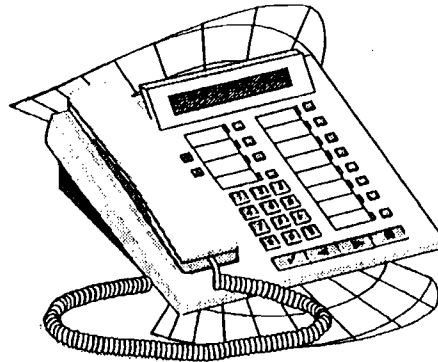
SIEMENS

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OPTISET® NI-1200

National ISDN Desktop Terminal

Operating Guide



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ISSUE INFORMATION

Summary

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This document consists of 128 pages.

Issue History

Issue	Date Issued	Comments
Issue 1	October 1995	Initial Issue
Issue 2	June 1996	Updated cover
Issue 3	September 1996	Updated to support firmware release 2.06
Issue 4	July 1998	Updated to support firmware release 3.06
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SUMMARY OF ISSUE ENHANCEMENTS

Issue 1

- Initial issue.

Issue 2

- Updated cover to remove implied exclusive EWSD product association

Issue 3

- Updated cover to indicate that firmware releases through 2.06 are covered in the Operating Guide.

Issue 4

- Updated cover to indicate that firmware releases through 3.06 are covered in the Operating Guide.

Issue 5

- Reformatted entire document.
- Added information regarding operation of the Optiset terminal with the DCO switching system.
- Updated book to reflect firmware releases through 4.06.

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FIGURES

1. Optiset ISDN Terminal Operating Components 1

1. INTRODUCING YOUR OPTISET
TERMINAL

Your Optiset terminal contains keys, indicator lights, faceplate labels, and conventional telephone components that enable you to place and receive calls and operate the features that are available through the terminal. These operating components are identified in Figure 1.

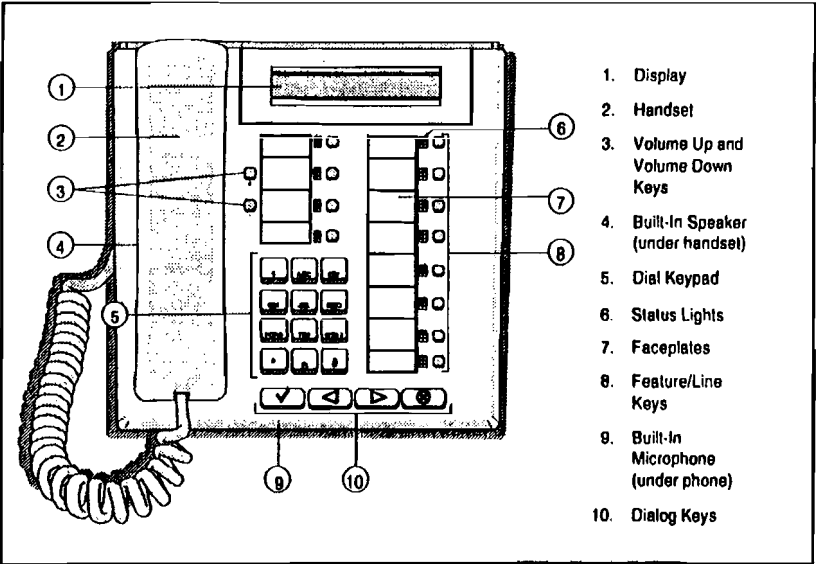


Figure 1. Optiset ISDN Terminal Operating Components

Please take a few minutes to study this illustration and to familiarize yourself with the numbered components. This will help you to better understand the instructions and learn the procedures in this guide.

Programming Requirements

For the Optiset terminal to operate as described in this guide, it must have been programmed with at least the following features:

- Line Hold Mode
- Off-hook answers any alerting call appearance
- Menu Active
- One Feature Key per Line Appearance
- Feature Keys for key operation of the following features:
 - Conference
 - Transfer
 - Drop Last Party (Conference)
 - Speed Dial
 - Redial
 - Hold
 - Preview
 - Connect
 - Disconnect
- Speaker Key
- Fast Transfer active

If your terminal does not operate as described in this guide, check with the person responsible for installing and setting up your terminal to be sure your terminal has been programmed for these required features; or refer to document 1275-00050, *Optiset NI-1200 National ISDN Desktop Terminal Installation, Setup, and Programming Guide*.

Switching System National ISDN Compliance Issues

The instructions in this guide are written for an Optiset terminal served by a switching system that complies with National ISDN (NI)

standards. This includes the EWSD® switching system. The Optiset terminal also can be used, with certain limitations, when connected to a switching system that is not fully NI-compliant. Switch-based or combined local/switch-based features may operate somewhat differently than described in this guide because of variations in the compliance of the switching system to NI standards.

In particular, Transfer procedures may vary from one switching system to another. In this guide, the Transfer feature is invoked by pressing the Transfer feature key (or selecting the Transfer menu option) while the call to be transferred is active, dialing the number of the party to receive the call, and then simply hanging up to complete the transfer. However, with some switching systems, one of the following procedures must be used instead to transfer an active call:

- Press the Transfer feature key; dial the number of the party to receive the call; if you wish, announce the call to the receiving party; and then press the Transfer feature key again to connect the two parties.
- Press the Conference feature key; dial the number of the party to receive the call; if you wish, announce the call to the receiving party; and then press the Transfer feature key to disconnect yourself and connect the other two parties.
- Press the Conference feature key; dial the number of the party to receive the call; if you wish, announce the call to the receiving party; press the Conference feature key again to establish a 3-way conference; and then hang up to leave the other 2 parties connected.

In addition, the way your Optiset terminal requests certain switch-based features may result in visual and audible indicators that differ slightly from those described in this guide. However, the operation of those features should be substantially the same, and the instructions in this guide should suffice to direct you in the use of those features.

Operating Components

Display

The display on your Optiset terminal presents up to 2 lines of information of up to 24 characters each. The information presented depends on the current state of the terminal and of any calls associated with the terminal.

At appropriate times, the display presents menu selections that can assist you in handling calls. When multiple menu selections are available to you, the display contains the ◀ ▶ symbol to let you know that you can scroll through the selections. Using the ◀ and ▶ dialog keys at the bottom of the terminal, you can display each of the available menu selections. When you find the selection you want to activate, press the ✓ dialog key.

Note: In the display examples that appear in this guide as part of the instructions for operating your Optiset terminal, the <> symbol is substituted for the ◀ ▶ symbol.

You can set your Optiset terminal so that the menu display is displayed all the time, is disabled, or is activated only when a dialog key is pressed while the terminal is in use.

The menu displays described in this document are based on the assumption that the Optiset terminal is connected to a National ISDN (NI) compliant switch. However, because of differences among switch platforms, some actual displays on your terminal may not be exactly as described. Still, the functionality should be similar, and the descriptions should apply sufficiently to guide you in operating your Optiset terminal.

Dialog Keys

Along the bottom edged of your Optiset terminal's faceplate are four dialog keys labeled as follows:



These keys are called dialog keys because they enable you to communicate with the terminal in response to menu options presented to you in the display. If the display contains the ◀ ▶ symbol in the lower right corner, then a selection of menu options is available to you. By using the ◀ and ▶ dialog keys, you can scroll backward and forward, respectively, through the menu until the item you want to activate is displayed. Then press the ✓ dialog key to select the item. Pressing the ⊗ dialog key exits the menu without your having to make a selection.

Handset

Your Optiset terminal is equipped with a standard telephone handset. Basic call handling (placing and answering calls) can be initiated by simply lifting the handset from its cradle.

Dial Pad

The dial key pad on your Optiset is a conventional telephone keypad. It is used for placing or forwarding calls, as well as for entering certain codes during setup of the terminal.

Feature/Line Keys

Your Optiset terminal is equipped with 12 programmable feature/line keys, arranged in two banks. Four keys appear above the dial pad; the other 8 keys appear in the bank to the right of the dial pad. Line and feature assignments for these keys already should have been made by the person who set up your terminal. However, if you must set up your own terminal, refer to document 1275-00050, *Optiset NI-1200 National ISDN Desktop Terminal Installation, Setup, and Programming Guide*.

Status Lights

Associated with each feature/line key is a status light. The lights that are associated with line keys, by the way they light, indicate the state of the line as follows:

Flash Rate	Line Status
Off	Available for call
On steady	Line in use, or Privacy invoked on EKTS Associated call
Wink	EKTS Associated line in use
Flash (faster than Wink)	Ringing
Blink (fastest)	On hold

Faceplate Labels

Associated with the feature/line keys are paper faceplate labels, protected by removable plastic covers. The person who set up your Optiset terminal should already have filled in these labels with the appropriate telephone numbers and feature names.

However, should you need to change a label, insert a pin or paper clip into the small hole at the bottom of the plastic cover and lift the cover off the terminal. After correcting the paper label, replace the plastic cover by inserting the two small tabs at each end of the cover into the corresponding slots in the face of the terminal.

Speaker

Your Optiset terminal is equipped with a speaker, located in the cradle under the handset. This speaker, together with the built-in microphone, permits hands-free call handling and sharing of calls with other persons in the immediate vicinity of the terminal. Calls may be placed or answered, without lifting the handset, by simply pressing either the Speaker key or the appropriate line key. To end a speaker call, press the Speaker key at the end of the conversation.

If you are engaged in a handset call and you wish to share the call with other persons in the vicinity while the far-end party hears only you, press the Speaker key and continue using the handset. If you want the far-end party to hear other persons in the vicinity of the

terminal, hang up the handset while the speaker is activated. To end the call, press the Speaker key again.

Microphone

A microphone is built into the bottom of your Optiset terminal. Working in conjunction with the built-in speaker, the microphone allows you to place and receive calls without using the handset.

Be sure that the terminal is placed on a hard surface so that nothing blocks the microphone. If your terminal is used in an unusually noisy environment, you may have to use the Mute key to prevent the microphone from picking up local noise and making it hard to hear the far-end party.

Volume Up/Volume Down Keys

The two keys marked "+" and "-" are used to adjust the volume of the ringer and of the sound received through the speaker and the handset. To adjust the ringer volume, *while an incoming call is ringing*, press the "+" key to increase the volume or the "-" key to decrease the volume. The display indicates the current relative volume level, as well as a menu option for saving the indicated level. To save the indicated volume level, press the ✓ dialog key.

To adjust the volume of the handset or speaker, *during a call or while listening to dial tone*, press the "+" key to increase the volume or the "-" key to decrease the volume. The display indicates the current relative volume level, as well as a menu option for saving the indicated level. To save the indicated volume level, press the ✓ dialog key.

Optional Headset

If your Optiset terminal is equipped with a TA-TAPI terminal adapter, an optional electret headset can be used with the terminal. If the terminal adapter and headset are equipped, one of the feature keys on the Optiset terminal should also have been programmed to function as a Headset key. This key allows you to control the call-handling functions associated with the headset without having to continually plug into and unplug from the terminal adapter. (Other headset systems are also available that do not require the TA-TAPI

terminal adapter and, instead, plug into the handset jack. These systems may include a key that controls the functions of the headset.)

Throughout Chapter 3. ALTERNATIVE CALL OPERATIONS, the headset is included in instructions for handling calls. In addition, Chapter 6. HEADSET OPERATION is devoted exclusively to the functions associated with the headset.

Types of Service Supported

Your Optiset terminal can support any of the following types of service provided by your telephone operating company:

- Basic ISDN terminal, with terminal-controlled call appearances
- Multiline Hunt Group (MLHG) call appearance
- Basic Electronic Key Telephone System (EKTS)
- Call appearance call-handling (CACH)

Basic ISDN Terminal

When the Optiset terminal is connected to a plain ISDN line, as many line keys as desired can be programmed, up to the limit set by the switching system. These line keys can have the same or different directory numbers (DNs). You may make or receive any number of calls up to the limit the switching system places on your line, or up to the limit of 28 simultaneous calls that your Optiset terminal can handle.

Multiline Hunt Group

Your Optiset terminal can be part of a Multiline Hunt Group, an arrangement in which several phones are associated with the same DN by the central office. An incoming call to the MLHG DN is presented to the first available phone that is associated with the MLHG line.

Basic Electronic Key Telephone Service

The Optiset terminal, programmed for Electronic Key Telephone Service (EKTS), emulates the typical key telephone system used in

many businesses. In such a system, multiple DNs are shared by multiple phones; each phone can be used to make or answer calls on any of the shared DNs. EKTS provides the additional features of bridging into an active call of another user of the EKTS group, and preventing other users from bridging into a call.

Call Appearance Call-Handling

Call appearance call-handling (CACH) is an extension of EKTS. Each call appearance on the terminal is assigned a Call Appearance ID (CAID) that is used by the switching system to determine the DN that is being used to place or receive a call.

For detailed information and instructions that apply to the CACH EKTS operation, refer to Chapter 5. OPTISET TERMINAL USED AS AN EKTS PHONE.

Additional Call Offering

When an incoming call is received by the Optiset terminal, it usually has a channel ID assigned by the switch to define which of the two B-channels is used for the call. However, if both B-channels already are being used (either for connected calls or for ringing calls), the switch sends the call with no channel ID. This is referred to as an Additional Call Offering (ACO) call.

If the Optiset terminal is in Preview mode, pressing the line key continuously will preview the active or alerting call, followed by the longest waiting ACO call(s), in a cyclical fashion. If the terminal is in Line Hold mode, pressing the line key will put the current call on hold and answer the next call.

An ACO call cannot be answered if non-ACO calls are ringing and have not been answered yet (an ISDN requirement). If the user attempts to answer such an ACO call, the phone will beep. The reason for the beep is that if the phone attempts to answer the ACO call when non-ACO calls are still ringing, the ACO call will be disconnected. If an ACO call is presented when the phone has a connected call and no other calls are presented, the user can answer the ACO call, which will cause the connected call to go on hold.

For CACH EKTS phones, an incoming call is not assigned a B-channel. Therefore, the requirement to answer non-ACO calls before answering ACO calls does not apply. To CACH EKTS phones, all incoming calls look like ACO calls.

The Optiset terminal allows ACO calls to stack on the only line defined or on the last line defined. This allows fewer call appearances to be programmed than the call reference busy limit of the particular DN.

Terms That May Be New to You

The following terms appear in the descriptions and instructions contained in this guide:

- **Active Call** - A call that is connected and in progress, involving the Optiset terminal as one of the parties.
- **Alerting** - Any combination of ringing and flashing line status lights that indicate an incoming call to the Optiset terminal.
- **Autoanswer** - A feature that permits the Optiset terminal to answer calls automatically with either no alerting or a single alerting ring. The user of the terminal can begin conversing immediately upon receipt of the call.
- **Call Appearance** - The particular line, line key, and line status light associated with a call handled by the Optiset terminal.
- **Conference** - A call involving three or more parties, in which each party can both talk to and hear all the other parties.
- **Consultation Call** - A call initially involving only two parties, in which the controlling party places the second party on hold, connects to and converses privately with a third party, and then returns to the second party. The second party can neither hear nor participate in the consultation leg of the call.
- **Dialog** - Interaction between the user of the Optiset terminal, via the dialog keys, and the menu system. The dialog keys are used to scroll through the menu choices, to select the desired choice when it is displayed, and to exit to a previously displayed menu.

- **Fast Transfer** - An initial-setup feature that allows the user of the Optiset terminal to complete a transfer operation by simply hanging up after dialing the second party.
- **Hot Keypad Mode** - An initial-setup feature that causes the Optiset terminal to automatically seize a line as soon as the user begins dialing.
- **Inactive Call** - Any type of call that places a party on hold.
- **Line Hold Mode** - The default mode of operation, in which pressing a line key on the Optiset terminal automatically puts any other active call (on another line) on hold.
- **Open Listening** - A configuration in which both the handset or the headset and the speaker are in use at the same time. This configuration allows the user to talk and listen over the handset or the headset while others in the room can hear the remote party through the speaker.
- **Preview Mode** - A mode of operation in which the originating phone number for an incoming call is displayed before you either answer or reject the call.
- **Prime (or Primary) Call Appearance** - The line, line key, and line status light associated with the main directory number on the Optiset terminal. This is the line the terminal automatically uses for an origination for which a line is not specified.
- **TA-TAPI** - A terminal adapter (TA) that provides the Telephony Applications Programming Interface (TAPI) to allow the Optiset terminal to be used with personal computer (PC) applications and to accommodate an electret headset.
- **Transfer** - A feature that allows you to redirect an active call to another party and then drop out of the call.

2. BASIC CALL OPERATIONS

Many of the functions of your Optiset ISDN terminal can be accomplished in more than one way. For example, many of the call-handling features can be accomplished using either a feature key or the display/menu and dialog keys. Also, the terminal can be used either as a handset phone or as a speaker phone.

To help you to begin using your Optiset terminal right away, this section instructs you in the most basic procedures for operating your terminal. Meanwhile, by studying section 3. ALTERNATIVE CALL OPERATIONS, you can learn other procedures that you may prefer over the basic operations.

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Place a Call (Using the Handset)

Procedure	Display
Lift the handset. <i>The red status light associated with the prime call appearance lights.</i>	<div>THU FEB 04, 99 09:35 AM<></div>
Wait for dial tone.	<div>Dial:</div>
Dial the number of the party you want to call.	<div>Dial: 5555555</div>
Use the handset to listen for audible ringing and either your party's answer or busy tone.	<div>555-5555 Ringing<></div>

When your party answers, use the handset to converse.

555-555501:00:00
Hold?<>

The call timer begins counting in the upper right corner of the display.

At the end of the call, return the handset to its cradle.

THU FEB 04, 99 09:43 AM<>

The red status light associated with the prime call appearance is extinguished.

For alternative ways to place a call, refer to "Originate a Call (No Other Calls Active)" and "Originate a Call (With Another Call Active)" in section 3. ALTERNATIVE CALL OPERATIONS.

Place a Call (Using a Speed Dial Key)

Procedure	Display
Lift the handset. The red status light associated with the prime call appearance lights.	<div>THU FEB 04, 99 09:35 AM<></div>
Wait for dial tone.	<div>Dial:</div>

Press the speed-dial key associated with the party you want to call.

Dial: 5555555

The Optiset terminal uses the primary line to speed-dial the number of the called party; the indicator light for the primary line lights.

Use the handset to listen for audible ringing and either your party's answer or busy tone.

555-5555<>
Ringing

When your party answers, use the handset to converse.

555-555501:00:00
Hold?<>

The call timer begins counting in the upper right corner of the display.

At the end of the call, return the handset to its cradle.

THU FEB 04, 99 09:43 AM<>

The red status light associated with the prime call appearance is extinguished.

Answer a Call (Using the Handset)

Procedure	Display
The incoming call causes the terminal ringer to sound. <i>The red status light associated with the incoming call appearance lights.</i>	<div>555-5555 Answer call? <></div> <i>Top line shows calling party's number if the terminal is subscribed to Caller ID.</i>
Lift the handset.	<div>555-5555 01:00:00 Hold? <></div> <i>The call timer begins counting in the upper right corner of the display.</i>
Use the handset to converse.	
At the end of the call, return the handset to its cradle. <i>The red status light associated with the incoming call appearance is extinguished.</i>	<div>THU FEB 04, 99 09:43 AM <></div>

For alternative ways to answer a call, when no other calls are active, refer to "Receive a Call (No Other Calls Active)" in section 3.

ALTERNATIVE CALL OPERATIONS.

Answer a Call While Another Call Is Active (Using a Line Key)

Procedure	Display
The incoming call causes the red status light associated with the incoming call appearance to light.	<div>555-5545 Answer call? <></div> <i>Top line shows calling party's number if the terminal is subscribed to Caller ID.</i>
Press the line key associated with the incoming second call.	<div>555-5555 Retrieve call line 1?<></div>
<i>The first call is placed on automatic hold, and a connection is made to the incoming call.</i> <i>The status light for the first call blinks to indicate that it is on hold.</i>	
When the second call has been disposed of, retrieve the first call by pressing its associated line key.	<div>555-5555 01:00:00 Hold? <></div>
<i>The status light for the second call is extinguished, and the status light for the first call goes on steady.</i>	
At the end of the original call, hang up.	<div>THU FEB 04, 99 09:43 AM <></div>
<i>The red status light associated with the call appearance is extinguished.</i>	

For alternative ways to answer a call when another call is active, refer to "Receive a Call (With Another Call Active)" in section 3. ALTERNATIVE CALL OPERATIONS.

Place a Call On Hold (Using the HOLD Key)

Procedure	Display
Lift the handset to answer the incoming call.	<div>555-555501:00:00Hold?<></div>

Use the handset to announce that you are putting the calling party on hold.

Press the HOLD key. <i>The line appearance light begins to flash, indicating a held call.</i>	<div>555-555501:00:12Retrieve Line 1?<></div> <i>The call timer continues to count while the call is on hold.</i>
--	--

For alternative ways to place a call on hold, refer to "Hold a Call" in section 3. ALTERNATIVE CALL OPERATIONS.

Return to Any Held Call (Using the Associated Line Key)

Procedure	Display
<i>NOTE: This procedure assumes that Line 1 is the held call. The red status light for that line is blinking.</i>	<div>555-555501:05:17Retrieve Line 1?<></div>

Press the line key associated with the held call.
The associated status light goes steady on.

555-5555	01:05:22
Hold?	<>

The call timer continues to count.

Use the handset or the microphone and speaker to converse.

555-5555	01:05:25
Hold?	<>

For other ways to retrieve a call on hold, refer to "Retrieve a Call (No Active Call Connected)" and "Retrieve a Call (With Another Active Call Connected)" in section 3. ALTERNATIVE CALL OPERATIONS.

Transfer a Call (Using the Transfer Key)

Procedure	Display
A call is active.	<div>555-555501:05:22Hold?<></div>

Press the Transfer key.
The active call is placed on hold, and a second line provides dial tone.

Dial:

Dial the number of the party to whom you want to transfer the call.

555-5565	
Cancel Transfer?	<>

Listen for audible ringing.

If a busy signal is encountered, refer to Back Out of a Transfer or Conference Setup (Because of Busy Signal)

555-5565
Ringing

When the transferee answers, hang up.

THU FEB 04, 99 09:43 AM
<>

For alternative ways to transfer a call, refer to "Transfer a Call" in section 3.ALTERNATIVE CALL OPERATIONS.

Establish a Conference Call (Using the Conference Key)

Procedure	Display
A call is active. <i>Determine the number of parties you will join to the conference.</i>	<div>555-5555 01:05:22 Hold? <></div>
Press the:	<div>Dial:</div>
<ul style="list-style-type: none">• Conference key (for a Small Conference)• Large Conference key and then the Conference key (for a Large Conference)	
<i>The active call is placed on hold, and a second line provides dial tone.</i>	

Dial the number of the party you want to add to the conference call.

555-5565
Cancel Conference? <>

Listen for audible ringing.

If a busy signal is encountered, refer to Back Out of a Transfer or Conference Setup (Because of Busy Signal)

555-5565
Ringing

When the conferee answers, announce the call and then press the Conference key again.

Conference

When all parties are on the line, conduct the conference.

Conference
Drop last party? <>

When the conference is finished and the other parties have disconnected, hang up.

THU FEB 04, 99 09:43 AM
<>

For alternative ways to establish a conference call, refer to "Set Up Conference Call" in section 3. ALTERNATIVE CALL OPERATIONS.

Drop the Last Party Added to a Conference (Using the Drop Last Party Key)

Procedure	Display
A conference call is in progress.	<div>Conference Drop last party? <></div>
To drop the last party who was added to the conference, press the Drop Last Party key.	<div>555-5555 01:05:22 Hold? <></div>
The conference call reverts to a 2-party call.	
At the end of the call, hang up. <i>The red status light associated with the call appearance is extinguished.</i>	<div>THU FEB 04, 99 09:43 AM <></div>

Back Out of a Transfer or Conference Setup (Because of Busy Signal)

Procedure	Display
The transferee or conferee has been dialed.	<div>555-5565 Ringing</div>
Busy tone is encountered.	<div>555-5565 Busy try again later</div>

555-5565
Cancel Conference? <>

Press the ✓ dialog key.
The second call is released, and the first call is removed from hold.

555-5565 01:12:14
Conference? <>

Use the handset or the microphone to inform the first party of the unsuccessful transfer/conference.

Retry transfer/conference, or hang up.

3. ALTERNATIVE CALL OPERATIONS

The following section describes alternative procedures to those discussed in section 2. BASIC CALL OPERATIONS. Some of these alternative procedures are simply different ways to accomplish the basic operations. However, this section also introduces call-handling procedures that are more advanced than those discussed in section 2. BASIC CALL OPERATIONS.

Some of the procedures that follow recommend using feature keys that may not have been set up on your terminal. However, an alternative procedure usually is given that uses the Optiset menu system. By scrolling through the menu and selecting the appropriate entry, you can still perform the operation.

Originate a Call (No Other Calls Active)

- Line Key (Speaker)/Keypad

Press a line key. The speaker and microphone are activated, and dial tone is heard. Dial the desired phone number using the keypad. The Optiset terminal selects a primary line call appearance for the call.

- Speaker Key/Keypad

Press the Speaker key. The speaker and microphone are activated, and dial tone is heard. Dial the desired phone number using the keypad. The Optiset terminal selects a primary line call appearance for the call.

- Keypad (Hot Keypad Mode)/Speaker

If the terminal is in the Hot Keypad mode, originate a call by beginning to dial the phone number, using the keypad. The speaker and microphone are activated, but dial tone is not heard because dialing has already begun. The Optiset terminal selects a primary line call appearance for the call. Dialing of the phone number must be completed within the critical timing period allowed by the switching system.

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- Keypad (Compose Number)/Menu and Dialog Keys/Speaker

Dial the phone number using the keypad, and then press the ✓ dialog key. The speaker and microphone are activated, but dial tone is not heard because dialing has already begun. The Optiset terminal selects a primary line call appearance for the call and initiates a call origination.

- Keypad (Compose Number)/Offhook

Dial the phone number using the keypad, and then lift the handset. The speaker and microphone are activated, but dial tone is not heard because dialing has already begun. The Optiset terminal selects a primary line call appearance for the call and initiates a call origination.

- Redial (Menu and Dialog Keys)

Use the dialog keys to find and select the Redial option from the menu system. The terminal displays the last number dialed and asks you if an origination attempt to that number is desired. Press the ✓ dialog key to send the number to the switching system for call origination. Dial tone is not heard. The Optiset terminal selects a primary line call appearance for the call.

- Redial Key

Press the Redial key. The terminal displays the last number dialed and sends that number to the switching system for call origination. Dial tone is not heard. The Optiset terminal selects a primary line call appearance for the call.

- Speed Dial Key

Press the Speed Dial key for the party you are calling. The terminal displays the phone number for that party and sends the number to the switching system for call origination. Dial tone is not heard. The Optiset terminal selects a primary line call appearance for the call.

Originate a Call (With Another Call Active)

- Line Key (Handset or Speaker)/Keypad

With a call already active, press a line key to originate another call. The Optiset terminal places the active call on hold and originates a new call to the selected line appearance. Use the keypad to dial the phone number for the new call.

- Hold (Key or Menu and Dialog Keys)/Make Another Call (Menu and Dialog Keys)/Handset or Speaker

With an active call on hold, use the dialog keys to select the Make Another Call option from the menu system. The Optiset terminal selects a primary line call appearance for the new call. Dial tone is heard. Use the keypad to dial the phone number for the new call; use the handset or the microphone and speaker to carry on your conversation.

- Consultation Call (Menu and Dialog Keys)

With an active call in progress, originate a consultation call by selecting the Consultation Call option from the menu system. The Optiset terminal places the existing call on hold, selects a prime line call appearance for the new call, and sends an origination message to the switching system. Dial tone is heard. Use the keypad to dial the phone number for the consultation call.

- Conference (Key or Menu and Dialog Keys) *(No Calls On Hold)*

While an active call is in progress (and no other calls are on hold), originate a conference by selecting the Conference option from the menu system or by pressing the Conference key. The Optiset terminal marks the current call for conference and places it on hold, selects a primary line call appearance for the new call, and sends an origination message to the switching system. Dial tone is heard. Use the keypad to dial the phone number of the conferee. When the new call is answered, use the menu system or the Conference key to retrieve the original party from hold.

- **Transfer (Key or Menu and Dialog Keys)**

Transfer an active call to another party by selecting the Transfer option from the menu system or by pressing the Transfer key. The Optiset terminal marks the current call for transfer by sending the Transfer feature activator (FA) to the switching system. The terminal responds to the Hold message and Transfer feature indicator (FI) returned by the switching system, selects a primary line call appearance for the new call, and sends an origination message to the switching system. Dial tone is heard. Use the keypad to dial the phone number of the party to whom the original call is to be transferred. When the called party answers, announce the transfer and then hang up.

Receive a Call (No Other Calls Active)

- **Answer Call (Menu and Dialog Keys)/Speaker**

Use the menu system during incoming call alerting to select the Answer Call option. This activates the microphone and speaker.

- **Speaker (Key)**

Press the Speaker key during incoming call alerting. This activates the microphone and speaker.

- **Line Key/Speaker**

Press the Line key associated with the incoming alerting call (status light is flashing). This activates the microphone and speaker.

- **Connect Key/Speaker**

Press the Connect key during incoming call alerting. This activates the microphone and speaker.

- **Headset Key/Headset**

Press the Headset key during incoming call alerting. This connects the call to the headset. If desired, open listening, using the speaker, can be invoked after the call has been picked up through the headset by pressing the Speaker key.

Receive a Call (With Another Call Active)

- **Answer Call (Menu and Dialog Keys)/Handset or Speaker**

If alerting occurs for a new call while another call is already active, the menu system briefly displays the Incoming Call Ringing menu. During the time this menu is displayed, use the menu system and dialog keys to select the Answer Call option. The active call is placed on hold, and the incoming call is connected.

- **Connect Key/Handset or Speaker**

When incoming call alerting occurs while another call is active, press the Connect key. The active call is placed on hold, and the incoming call is connected.

- **Line Key/Handset or Speaker**

Press the Line key associated with the line on which incoming call alerting is occurring. The active call is placed on hold, and the incoming call is connected.

- **Preview (Key)/Line Key/Answer Call (Menu and Dialog Keys) or Connect (Key)/Handset or Speaker**

An incoming alerting call that occurs while another call is active can be accepted by first pressing the Preview key to place the terminal in Preview mode, then pressing the Line key associated with the incoming call, and then selecting the Answer Call option from the menu system or pressing the Connect key. The active call is placed on hold, and the incoming call is connected.

- **Headset Key/Headset**

When incoming call alerting occurs while another call is active, press the Headset key. The active call is placed on hold, and the incoming call is connected to the headset. If desired, open listening, using the speaker, can be invoked after the call has been connected to the headset by pressing the Speaker key.

Receive All Calls Automatically

- **Autoanswer (Initial Terminal Setup)**

If, during initial setup of the Optiset terminal, a line was configured for Autoanswer, then incoming calls on that line are connected automatically. Depending on how the line was configured, either no alerting or a single ring will occur for an incoming call.

- **Autoanswer Key**

If no Optiset terminal lines were set up for Autoanswer, the Autoanswer key can be used to initiate this feature. While this feature is active, all incoming calls are answered automatically without any action required by the user. Depending on how the Line key ringing option was configured, and incoming call may be accompanied either by no alerting or by a single ring.

Reject a Call (No Other Calls Active)

- **Reject (Menu and Dialog Keys)**

If the calling-party information in the display indicates that the incoming call is one you do not want to receive, use the dialog keys to select the Reject Call option from the menu system. Call alerting (ringing and status-light flashing) ceases.

- **Disconnect (Key)**

To reject an incoming alerting call, press the Disconnect key. Alerting ceases immediately.

Reject a Call (With Another Call Active)

- **Reject (Menu and Dialog Keys)**

If, during an active call, alerting begins for another incoming call, the menu system briefly displays the Incoming Call Ringing menu. To reject the incoming alerting call, select the Reject Call option from the menu. Alerting ceases immediately.

- **Disconnect (Key)**

If, during an active call, alerting begins for another incoming call, the menu system briefly displays the Incoming Call Ringing menu. While this menu is being displayed, you can

reject the alerting call by pressing the Disconnect key. Alerting ceases immediately.

Note that if you press the Disconnect key after the Incoming Call Ringing menu is no longer displayed, the existing active call is disconnected!

- **Preview (Key)/Line Key/Reject (Menu and Dialog Keys) or Disconnect (Key)**

To reject an alerting incoming call that occurs while you have another call active, you can press the Preview key to place the terminal in the preview mode; then press the line key associated with the alerting incoming call; finally, use the menu system to select the Reject Call option, or press the Disconnect key. Alerting ceases immediately.

Reject All Calls (Do Not Disturb)

- **Do Not Disturb (Key)**

While no incoming calls are alerting, press the Do Not Disturb key. The indicator next to the Do Not Disturb key lights. All future incoming calls are automatically rejected, and no alerting occurs, until the Do Not Disturb feature is turned off.

Clear an Active/Connected Call

- **On-hook (Handset)**

Place the handset back in the cradle to clear an active, connected call.

- **On-hook (Speaker Key)**

If the microphone and speaker are being used, press the Speaker key to clear an active, connected call.

- **Disconnect (Key or Menu and Dialog Keys)**

Select the Disconnect Call option from the menu system or press the Disconnect key to clear an active, connected call. If the handset is in use, it becomes idle until either the cradle switch is pressed and released, a call on hold is retrieved, or a

call is originated by some other method than a handset off-hook.

- **Drop Last Party of Conference (Key or Menu and Dialog Keys)**

Clear the last party added to a conference either by selecting the Drop Last Party option from the menu system or by pressing the Drop Last Party key.

- **Release A Consultation Call (Menu and Dialog Keys)**

Clear an active consultation call by selecting the Release This Call option from the menu system. The active consultation call is cleared, and the original party on hold is retrieved.

Clear a Call On Hold

- **Preview (Key)/Line Key Associated with the Held Call/Disconnect (Key)**

To clear a call on hold while another call is active and in progress, first press the Preview Key to enter the Preview mode; then press the Line key associated with the call on hold; finally, press the Disconnect key. The call on hold is released, with no interruption of the active call.

- **Preview (Key)/Line Key Associated with the Held Party of a Conference Call/Drop Last Party (Key or Menu and Dialog Keys)**

If the party on hold is the last party added to a conference call, first press the Preview key to enter the Preview mode; then press the Line key associated with the conference on hold; finally, either select the Drop Last Party option from the menu system or press the Drop Last Party key. The last party added to the conference is cleared, with no interruption of the active call.

Hold a Call

- **Hold (Key or Menu and Dialog Keys)**

Place an active, connected call on hold by either selecting the Hold option from the menu system or pressing the Hold key.

- **Line Key (Other Than Line Key Associated with the Active Call)**

Place an active, connected call on hold by pressing the Line key for a different call appearance. If the call appearance associated with that Line key was idle, a new call is originated; if an incoming alerting call was selected, the call is answered/connected; if the call appearance was on hold, the call is retrieved.

- **Preview (Key)/Line Key Associated with Another Incoming Call/Answer Call (Menu and Dialog Keys) or Connect (Key)**

Place an active, connected call on hold and accept an incoming call offering by first pressing the Preview key to enter the Preview mode; then press the Line key associated with the incoming alerting call; finally, either select the Answer Call option from the menu system or press the Connect key. The active call is placed on hold, and the selected incoming call is connected.

- **Consultation Call (Menu and Dialog Keys)**

An active, connected call is placed on hold when a Consultation Call is invoked. Select the Consultation Call option from the menu system. The active call is placed on hold, and the Optiset terminal selects the prime line call appearance for the new call. Dial tone occurs on the prime line call appearance.

- **Conference (Key or Menu and Dialog Keys)**

An active, connected call is placed on hold when a Conference Call is invoked. Either select the Conference Call option from the menu system or press the Conference key. The active call is marked for conference and placed on hold; the Optiset terminal selects a line for the new call appearance or prompts you to Select a Line, after which dial tone occurs on the selected line.

- **Transfer (Key or Menu and Dialog Keys)**

An active, connected call is placed on hold when a Call Transfer is invoked. Either select the Transfer option from the menu system or press the Transfer key. The active call is

marked for transfer and placed on hold while the terminal selects a line for the new call or prompts you to Select a Line. Dial tone occurs on the selected line.

Retrieve a Call (No Active Call Connected)

- Retrieve Line x (Menu and Dialog Keys)

Use the menu system to select the Retrieve Line X option. This option is displayed whenever there is a call on hold and no other call is active.

- Line Key (Desired Call Appearance)

Press the Line key associated with the held call.

- Preview (Key)/Line Key (Desired Call Appearance)/Connect (Key)

Press the Preview key to enter the Preview mode; then press the Line key associated with the held call; finally, press the Connect key.

Retrieve a Call (With Another Active Call Connected)

- Line Key (Desired Call Appearance)

To retrieve a held call while another call is active, press the Line key associated with the held call. The active, connected call is placed on hold, and the selected call is retrieved.

- Preview (Key)/Line Key (Associated with Held Call)/Retrieve Line x (Menu and Dialog Keys)

While one call is active, retrieve another, inactive, call from hold by first pressing the Preview key to enter the Preview mode; then press the Line key associated with the held call; finally, use the menu system to select the Retrieve Line X option. The active, connected call is placed on hold, and the selected call is retrieved.

- Preview (Key)/Line Key (Desired Call Appearance)/Connect (Key)

Retrieve an inactive call from hold while another call is active by first pressing the Preview key to enter the Preview mode; then press the Line key associated with the held call; finally, press the Connect key. The active, connected call is placed on hold, and the selected call is retrieved.

- Retrieve Line x During Consultation Call (Menu and Dialog Keys)

During a consultation call, retrieve a held call by selecting the Retrieve Line X option from the menu system. The active consultation call is placed on hold, and the selected call is retrieved.

- Preview (Key)/Line Key (Associated with Held Call)/Conference (Key)

With an active call in progress, you can form a conference with an inactive call on hold by first pressing the Preview key to enter the Preview mode; then press the Line key associated with the held call; finally, press the Conference key. The held call is retrieved and merged into the conference.

- Conference (Key or Menu and Dialog Keys)/Select a Line (Menu and Dialog Keys)/Conference (Key or Menu and Dialog Keys)

If you invoke a conference (using either the menu system and dialog keys or the Conference key) while one call is active and one or more calls are on hold, the Optiset terminal marks the active call for conference and moves it to hold. Then the terminal prompts you to Select a Line. Press a Line key corresponding to one of the previously held calls to retrieve that call. Then complete the conference by selecting the Conference option from the menu or pressing the Conference key.

- Cancel Conference (Menu and Dialog Keys)/Release This Call (Menu and Dialog Keys)

Abandoning an attempt to add a call to a conference results in the original party, now on hold, being retrieved. Select the Cancel Conference option from the menu system if dialing has

not been completed, or select the Release This Call option if ringback tone has begun. The new call attempt is released, and the held call is retrieved.

- **Cancel Transfer (Menu and Dialog Keys)/Release This Call (Menu and Dialog Keys)**

Abandoning an attempt to transfer a call results in the original party, now on hold, being retrieved. Select the Cancel Transfer option from the menu system if dialing has not been completed, or select the Release This Call option if ringback tone has begun. The new call attempt is released, and the held call is retrieved.

Transfer a Call

- **Transfer (Key or Menu and Dialog Keys)**

Transfer an active call by either selecting the Transfer option from the menu system or pressing the Transfer key. The Optiset terminal marks the current call for transfer and places it on hold, sends a Transfer FA message to the switching system, receives the Transfer FI message back from the switching system, and either selects a line or prompts you to Select a Line for the transfer. When dial tone is heard, dial the phone number of the party to whom the original call is to be transferred. The terminal connects the held call to the active call and drops your connection.

- **Preview While A Call Is On Hold (Key)/Line Key (Associated with the Held Call)/Transfer (Key Only)**

Transfer a call on hold by first pressing the Preview key to enter the Preview mode. Then press the Line key associated with the held call. Finally, press the Transfer key. The Optiset terminal marks the held call for transfer, sends a Transfer FA message to the switching system, and receives the Transfer FI message back from the switching system. When dial tone is heard, dial the phone number of the party to whom the held call is to be transferred. The terminal connects the held call to the active call and drops your connection.

- **Conference (Key)/Transfer On Disconnect (Subscribed Feature)**

If you are subscribed to a Transfer-On-Disconnect feature provided by the switching system that serves your Optiset terminal, establish a conference call with the party to whom you intend to transfer the original call. Then disconnect from the call. The Transfer-On-Disconnect feature maintains the connection between the other two parties and drops your connection.

Note: The Transfer feature is a combined local/switch-based feature, the operation of which depends on the degree of compliance of the connected switching system with National ISDN standards. For a discussion of this issue and suggested alternative Transfer procedures, refer to "Switching System National ISDN Compliance Issues" in Chapter 1. INTRODUCING YOUR OPTISET TERMINAL.

Set Up Conference Call

- **Origination (Handset Off-hook or Speaker Key)/Conference (Key)/Dial Two Successive DNs/Conference (Key or Menu and Dialog Keys)**

With the Optiset terminal idle, lift the handset or press the Speaker key. Then, for a small conference, press the Conference key; for a large conference, press the Large Conference key first and then the Conference key. At the sound of dial tone, dial the first phone number.

When the switching system has accepted the first phone number, the Optiset terminal automatically places that call on hold and selects a line or prompts you to Select a Line for the second call origination. After selection of the second line, dial the second phone number. After the second call is accepted by the switching system, select the Complete Conference option from the menu system or press the Conference key. The Optiset terminal retrieves the first call from hold and merges the second call into the conference.

- Conference During One Active Call (Key or Menu and Dialog Keys)/Dial Second DN/Conference (Key or Menu and Dialog Keys)

With one active call in progress, use the menu system and dialog keys to select the Conference option or press the Conference key (or, for a large conference, the Large Conference key first and then the Conference key). The Optiset terminal marks the active call for conference and places it on hold; then the terminal selects a line or prompts you to Select a Line for the second call.

After the terminal sends an origination message to the switching system, dial tone is heard. Dial the phone number of the second call. Once the second call is active, use the menu system to select the Complete Conference option or press the Conference key. The terminal retrieves the original, held call and merges the second call into the conference.

- Conference While One Call Is Active and One or More Calls are Inactive (Key or Menu and Dialog Keys)/Line Key (Of Call On Hold)/Conference (Key or Menu and Dialog Keys)

With one call active and one or more calls inactive, use the menu system to select the Conference option or press the Conference key (or, for a large conference, the Large Conference key first and then the Conference key). The Optiset terminal marks the current call for conference and places it on hold. Then the terminal prompts you to Select a Line. Press the Line key associated with a call on hold; the Optiset terminal retrieves that call. Then use the menu system to select the Complete Conference option, or press the Conference key. The retrieved call and the active call are merged into the conference.

- Preview While One Call Is Active and One or More Calls are Inactive (Key)/Line Key (Associated with Desired Inactive Call)/Conference (Key Only)

With one call active and one or more calls inactive, press the Preview key to enter the Preview mode. Then press the Line key associated with the desired inactive line. Finally, select the

Complete Conference option from the menu system or press the Conference key. The inactive call is retrieved and merged, with the active call, into the conference.

- Join Line x During Consultation Call (Menu and Dialog Keys)

While a consultation call is active, you can convert to a conference call by selecting the Join Line X option from the menu system. The inactive, held call is retrieved and merged with the consultation call to form a conference.

4. USER-CONTROLLED TERMINAL SETTINGS

Using the instructions in this section, you can alter certain settings on your Optiset terminal that are not dependent on features provided by the central office switching system. These include audio settings (such as ringer, handset, and speaker loudness) and certain local terminal features (such as menu overlay delay, speaker control, and line select mode). Altering these settings allows you to configure your terminal to operate according to your needs and your environment.


Password Prompt

If your Optiset terminal has been programmed with password protection of the Configure Phone functions, you will be prompted to enter a password in order to change audio settings, as well as any of the local features. If you are prompted for a password, proceed as follows:

Procedure	Display
You have attempted to access the Phone Configuration menu.	<div>----- Enter password</div>


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Use the keypad to enter the 1- to 7-digit password assigned to your terminal.

Use the  dialog key to back-space if you need to retype a character.

An asterisk appears in the display for each character you enter.



Enter password



Press the  dialog key when you have finished entering the password.

Phone configuration menu
1 - Initial settings? <>

Assign, Change, or Delete Password

You can protect the programmed configuration of your Optiset terminal by assigning it a password. Or, if a password already has been assigned to your terminal and you know the password, you can change it or delete it. Proceed as follows:


Procedure	Display
Use the  and  dialog keys to scroll through the displays until "Configure phone?" appears.	THU FEB 04, 99 09:55 AM Configure phone? <>

Press the  dialog key to select the Phone Configuration menu. If prompted, use the keypad to enter the currently assigned password, and then press the  dialog key to continue to the Phone Configuration menu.


Phone configuration menu
1 - Initial settings? <>

Use the  dialog key to scroll to "Password?"

Phone configuration menu
5 - Password? <>

Press the  dialog key to select the Password menu.

Enter new password

To assign a password or to change the existing password, use the keypad to enter up to 7 digits (may include "*" and "#"). Use the  dialog key to back-space if you need to retype a character.

If characters are entered:


Enter new password

If no characters are entered:

Enter new password

An asterisk appears in the display for each character you enter.

To delete an existing password, do not enter any characters.

Press the  dialog key.

Verify new password

To verify the new or changed password, re-enter it.
If you are deleting an existing password, do not enter any characters.

If characters are entered:

Verify new password

If no characters are entered:

Verify new password

To store the password you have entered or to complete the deletion of the existing password, press the ✓ dialog key.
To exit the Password menu without making any changes, press the ✕ dialog key.

Phone configuration menu
5 - Password? <>

Adjust Audio Settings

Ringer Loudness

Procedure	Display
Use the ◀ and ▶ dialog keys to scroll through the displays until "Configure phone?" appears.	THU FEB 04, 99 09:55 AM Configure phone? <>
Press the ✓ dialog key to select the Phone Configuration menu.	Phone configuration menu 1 - Initial settings? <>

Use the ▷ dialog key to scroll to "Audio settings?"

Phone configuration menu
3 - Audio settings? <>

Press the ✓ dialog key to select the Audio Settings menu.

Audio settings
1 - Ringer loudness? <>

Press the ✓ dialog key to begin adjusting the loudness of the ringer.
After selecting Ringer Loudness? press the ✕ dialog key to preserve the current setting and exit the Audio Settings menu.

Audio settings
1 - Ringer loudness? <>

Continuous ringing occurs while you adjust the loudness.

Use the "+" key or the ▷ dialog key to increase the loudness of the ringer; use the "-" key or the ◀ dialog key to reduce the loudness of the ringer.

Audio settings
1 - Ringer loudness? <>

The loudness of the continuous ringing changes as you adjust it.

Press the ✓ dialog key to store the loudness setting, or press the ✕ dialog key to return to the former loudness setting.

Audio settings
1 - Ringer loudness? <>

Ringer Pitch

Procedure	Display
Use the ◀ and ▶ dialog keys to scroll through the displays until "Configure phone?" appears.	THU FEB 04, 99 09:55 AM Configure phone? <>
Press the ✓ dialog key to select the Phone Configuration menu.	Phone configuration menu 1 - Initial settings? <>
Use the ▶ dialog key to scroll to "Ringer pitch?"	Audio settings 2 - Ringer pitch? <>
Press the ✓ dialog key to begin adjusting the pitch of the ringer.	Audio settings 1 - Ringer pitch? <>
After selecting Ringer Pitch?, press the ✕ dialog key to preserve the current setting and exit the Audio Settings menu.	Continuous ringing occurs while you adjust the pitch.
Use the "+" key or the ▶ dialog key to raise the pitch of the ringer; use the "-" key or the ◀ dialog key to lower the pitch of the ringer.	Audio settings 1 - Ringer pitch? <> The pitch of the continuous ringing changes as you adjust it.

Press the ✓ dialog key to store the pitch setting, or press the ✕ dialog key to return to the former pitch setting.

Audio settings
1 - Ringer pitch? <>

Handset Loudness

Procedure	Display
Use the ◀ and ▶ dialog keys to scroll through the displays until "Configure phone?" appears.	THU FEB 04, 99 09:55 AM Configure phone? <>
Press the ✓ dialog key to select the Phone Configuration menu.	Phone configuration menu 1 - Initial settings? <>
Use the ▶ dialog key to scroll to "Audio settings?"	Phone configuration menu 3 - Audio settings? <>
Press the ✓ dialog key to select the Audio Settings menu.	Audio settings 1 - Ringer loudness? <>
Use the ▶ dialog key to scroll to "Handset loudness?"	Audio settings 3 - Handset loudness? <>

Press the ✓ dialog key to begin adjusting the loudness of the handset.

After selecting Handset Loudness? press the ⓧ dialog key to preserve the current setting and exit the Audio Settings menu.

Audio settings
3 - Handset loudness? <>

A continuous tone occurs in the ear piece of the handset while you adjust the loudness.

Use the "+" key or the ▷ dialog key to increase the loudness of the handset; use the "-" key or the ◁ dialog key to reduce the loudness of the handset.

Audio settings
3 - Handset loudness? <>

The loudness of the continuous tone changes as you adjust it.

Press the ✓ dialog key to store the loudness setting, or press the ⓧ dialog key to return to the former loudness setting.

Audio settings
3 - Handset loudness? <>

If you do not press the ✓ or ⓧ dialog key within 5 seconds, the display times out and the new setting remains in effect only for the remainder of the call.

Speaker Loudness

Procedure	Display
Use the ◁ and ▷ dialog keys to scroll through the displays until "Configure phone?" appears.	<div>THU FEB 04, 99 09:55 AM Configure phone? <></div>
Press the ✓ dialog key to select the Phone Configuration menu.	<div>Phone configuration menu 1 - Initial settings? <></div>
Use the ▷ dialog key to scroll to "Audio settings?"	<div>Phone configuration menu 3 - Audio settings? <></div>
Press the ✓ dialog key to select the Audio Settings menu.	<div>Audio settings 1 - Ringer loudness? <></div>
Use the ▷ dialog key to scroll to "Speaker loudness?"	<div>Audio settings 4 - Speaker loudness? <></div>
Press the ✓ dialog key to begin adjusting the loudness of the speaker. <i>After selecting Speaker Loudness? press the ⓧ dialog key to preserve the current setting and exit the Audio Settings menu.</i>	<div>Audio settings 4 - Speaker loudness? <></div> <p><i>A continuous tone occurs through the speaker while you adjust the loudness.</i></p>

Use the "+" key or the ▷ dialog key to increase the loudness of the speaker; use the "-" key or the ◁ dialog key to reduce the loudness of the speaker.

Audio settings
4 - Speaker loudness? <>

The loudness of the continuous tone changes as you adjust it.

Press the ✓ dialog key to store the loudness setting, or press the ✕ dialog key to return to the former loudness setting.

Audio settings
4 - Speaker loudness? <>

If you do not press ✓ or ✕ within 5 seconds, the display times out and the new setting remains in effect only for the remainder of the call.

Key Click

Procedure

Display

Use the ◁ and ▷ dialog keys to scroll through the displays until "Configure phone?" appears.

THU FEB 04, 99 09:55 AM
Configure phone? <>

Press the ✓ dialog key to select the Phone Configuration menu.

Phone configuration menu
1 - Initial settings? <>

Use the ▷ dialog key to scroll to "Audio settings?"

Phone configuration menu
3 - Audio settings? <>

Press the ✓ dialog key to select the Audio Settings menu.

Audio settings
1 - Ringer loudness? <>

Use the ▷ dialog key to scroll to "Key click setting?"

Audio settings
5 - Key click setting?<>

Press the ✓ dialog key to begin changing the key click setting.

If key clicks are now off:

Key clicks Off
Turn on key clicks?

If key clicks are now on:

Key clicks On
Turn off key clicks?

To change the key clicks setting, press ✓ dialog key.

To leave the key clicks setting as it is, press the ☒ dialog key.

Use a combination of the ◀ and ▶ dialog keys and the to ☒ dialog key to display another setting or to exit the menu system.

Busy Alerting Type

Procedure	Display
Use the ◀ and ▶ dialog keys to scroll through the displays until "Configure phone?" appears.	THU FEB 04, 99 09:55 AM Configure phone? <>
Press the ✓ dialog key to select the Phone Configuration menu.	Phone configuration menu 1 - Initial settings? <>
Use the ▶ dialog key to scroll to "Audio settings?"	Phone configuration menu 3 - Audio settings? <>
Press the ✓ dialog key to select the Audio Settings menu.	Audio settings 1 - Ringer loudness? <>

Audio settings
5 - Key click setting?<>

Use the ▶ dialog key to scroll to "Busy alerting type?"

Press the ✓ dialog key to begin changing the busy alerting type setting.

To change the busy alerting type setting, press ✓ dialog key.

To leave the busy alerting type setting as it is, press the ☒ dialog key.

Use a combination of the ◀ and ▶ dialog keys and the to ☒ dialog key to display another setting or to exit the menu system.

Audio settings
6- Busy alerting type?<>

If muted ring is now selected:

Muted ring selected
Select attention tone?

If attention tone is now selected:

Attention tone selected
Select muted ring?

Audio settings
6- Busy alerting type?<>

Adjust Local Features

Menu Overlay Delay

Procedure	Display
Use the ◀ and ▶ dialog keys to scroll through the displays until "Configure phone?" appears.	THU FEB 04, 99 09:55 AM Configure phone? <>
Press the ✓ dialog key to select the Phone Configuration menu.	Phone configuration menu 1 - Initial settings? <>
Use the ▶ dialog key to scroll to "Local features?"	Phone configuration menu 4 - Local features? <>
Press the ✓ dialog key to select the Local Features menu.	Local features 1- Menu overlay delay?<>
Press the ✓ dialog key to select the Menu Overlay Delay menu.	X (0 to 5 seconds) Enter menu delay
Use the dial keypad to enter the menu delay value (0 to 5 seconds)	X (0 to 5 seconds) Enter menu delay

To record the delay value entered, press the ✓ dialog key.

Local features
1- Menu overlay delay?<>

To revert to the existing delay value, press the ✕ dialog key.

Use a combination of the ◀ and ▶ dialog keys and the to ✕ dialog key to display another setting or to exit the menu system.

Speaker Control

Procedure	Display
Use the ◀ and ▶ dialog keys to scroll through the displays until "Configure phone?" appears.	THU FEB 04, 99 09:55 AM Configure phone? <>
Press the ✓ dialog key to select the Phone Configuration menu.	Phone configuration menu 1 - Initial settings? <>
Use the ▶ dialog key to scroll to "Local features?"	Phone configuration menu 4 - Local features? <>
Press the ✓ dialog key to select the Local Features menu.	Local features 1- Menu overlay delay?<>

Use the **▷** dialog key to scroll to "Speaker control?"

Local features
2 - Speaker control? <>

Press the **✓** dialog key to select the Speaker Control menu.

If speaker is enabled:

Speaker is enabled
Disable speaker?

If speaker is disabled:

Speaker is disabled
Enable speaker?

To change the speaker control setting, press **✓** dialog key.

Local features
2- Speaker control? <>

To leave the speaker control setting as it is, press the **✕** dialog key.

Use a combination of the **◀** and **▷** dialog keys and the **✕** dialog key to display another setting or to exit the menu system.

Line Select Mode

Procedure	Display
Use the ◀ and ▷ dialog keys to scroll through the displays until "Configure phone?" appears.	<div>THU FEB 04, 99 09:55 AM Configure phone? <></div>

Press the **✓** dialog key to select the Phone Configuration menu.

Phone configuration menu
1 - Initial settings? <>

Use the **▷** dialog key to scroll to "Local features?"

Phone configuration menu
4 - Local features? <>

Press the **✓** dialog key to select the Local Features menu.

Local features
1- Menu overlay delay?<>

Use the **▷** dialog key to scroll to "Line select mode?"

Local features
4 - Line select mode? <>

Press the **✓** dialog key to select the Line Select Mode menu.

If in Line Hold mode:

In line hold mode
Change to line preview?

If in Line Preview mode:

In line preview mode
Change to line hold?

To change the line select mode setting, press **✓** dialog key.

Local features
4 - Line select mode? <>

To leave the line select mode setting as it is, press the **✕** dialog key.

Use a combination of the ◀ and ▶ dialog keys and the to ✕ dialog key to display another setting or to exit the menu system.

Menu Setting

Procedure	Display
Use the ◀ and ▶ dialog keys to scroll through the displays until "Configure phone?" appears.	THU FEB 04, 99 09:55 AM Configure phone? <>
Press the ✓ dialog key to select the Phone Configuration menu.	Phone configuration menu 1 - Initial settings? <>
Use the ▶ dialog key to scroll to "Local features?"	Phone configuration menu 4 - Local features? <>
Press the ✓ dialog key to select the Local Features menu.	Local features 1- Menu overlay delay?<>
Use the ▶ dialog key to scroll to "Menu setting?"	Local features 5 -- Menu setting? <>

Press the ✓ dialog key to select the Menu Setting menu.

If menu is active:

Menu is active
Demand only mode? <>

If menu is in demand only mode:

Menu is demand only
Disable menu mode? <>

If menu is disabled:

Menu is disabled
Activate menu mode? <>

Use the ◀ and ▶ dialog keys to scroll through the displays until the setting you want appears.

Local features
5 - Menu setting? <>

Then press the ✓ dialog key to change the menu setting,.
To leave the menu setting as it is, press the ✕ dialog key.

Use a combination of the ◀ and ▶ dialog keys and the to ✕ dialog key to display another setting or to exit the menu system.

Hot Keypad

Procedure

Display

Use the ◀ and ▶ dialog keys to scroll through the displays until "Configure phone?" appears.

THU FEB 04, 99 09:55 AM
Configure phone? <>

Press the ✓ dialog key to select the Phone Configuration menu.

Phone configuration menu
1 - Initial settings? <>

Use the ▶ dialog key to scroll to "Local features?"

Phone configuration menu
4 - Local features? <>

Press the ✓ dialog key to select the Local Features menu.

Local features
1- Menu overlay delay?<>

Use the ▶ dialog key to scroll to "Hot keypad?"

Local features
7- Hot keypad setting?<>

Press the ✓ dialog key to select the Hot Keypad setting.

If hot keypad mode is active:

In hot keypad mode
Select composed dial?

If composed dial mode is active:

In composed dial mode
Activate menu mode?

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To change the keypad/dial setting, press the ✓ dialog key.

To leave the keypad/dial setting as it is, press the ☒ dialog key.

Use a combination of the ◀ and ▶ dialog keys and the to ☒ dialog key to display another setting or to exit the menu system.

Speaker Setting

Procedure	Display
Use the ◀ and ▶ dialog keys to scroll through the displays until "Configure phone?" appears.	THU FEB 04, 99 09:55 AM Configure phone? <>
Press the ✓ dialog key to select the Phone Configuration menu.	Phone configuration menu 1 - Initial settings? <>
Use the ▶ dialog key to scroll to "Local features?"	Phone configuration menu 4 - Local features? <>
Press the ✓ dialog key to select the Local Features menu.	Local features 1- Menu overlay delay?<>

Local features
7- Hot keypad setting?<>

Use the ▶ dialog key to scroll to "Speaker setting?"

Press the ✓ dialog key to select the Speaker Setting selections.

Local features
8- Speaker setting? <>

If double talk mode is active:

Speaker: Double talk
Double talk? <>

If echoic double talk mode is active:

Spker:Echoic double talk
Echoic double talk? <>

If single talk mode is active:

Speaker: single talk
Single talk? <>

To change the speaker setting, use the ◀ and ▶ dialog keys to scroll to the desired setting and then press the ✓ dialog key.

To leave the speaker setting as it is, press the ☒ dialog key.

Use a combination of the ◀ and ▶ dialog keys and the to ☒ dialog key to display another setting or to exit the menu system.

Local features
8- Speaker setting? <>

Incoming Call Display

Procedure	Display
Use the ◀ and ▶ dialog keys to scroll through the displays until "Configure phone?" appears.	THU FEB 04, 99 09:55 AM Configure phone? <>
Press the ✓ dialog key to select the Phone Configuration menu.	Phone configuration menu 1 - Initial settings? <>
Use the ▶ dialog key to scroll to "Local features?"	Phone configuration menu 4 - Local features? <>
Press the ✓ dialog key to select the Local Features menu.	Local features 1- Menu overlay delay?<>
Use the ▶ dialog key to scroll to "Incoming call disp?"	Local features 9- Incoming call disp?<>
Press the ✓ dialog key to select the Incoming Call Display selection.	The current duration of an incoming call display is shown: X (0 to 9 seconds) Enter call display time

To change the Incoming Call Display setting, enter the desired setting (0 to 9 seconds) and then press the ✓ dialog key.

To leave the setting as it is, press the ✕ dialog key.

Use a combination of the ◀ and ▶ dialog keys and the to ✕ dialog key to display another setting or to exit the menu system.

Off Hook Result

Procedure	Display
Use the ◀ and ▶ dialog keys to scroll through the displays until "Configure phone?" appears.	THU FEB 04, 99 09:55 AM Configure phone? <>
Press the ✓ dialog key to select the Phone Configuration menu.	Phone configuration menu 1 - Initial settings? <>
Use the ▶ dialog key to scroll to "Local features?"	Phone configuration menu 4 - Local features? <>
Press the ✓ dialog key to select the Local Features menu.	Local features 1- Menu overlay delay?<>

Use the **▷** dialog key to scroll to "Off hook result?"

Local features
10- Off hook result? <>

Press the **✓** dialog key to select the Off Hook Result selection.

One of the following settings will be displayed, depending on which is currently active:

Answers prime line only
Change to any line?

or

Answers call on any line
Change to prime only?

To change the Off Hook Result press the **✓** dialog key.

Local features
10- Off hook result? <>

To leave the setting as it is, press the **⊗** dialog key.

Use a combination of the **◀** and **▷** dialog keys and the **⊗** dialog key to display another setting or to exit the menu system.

Fast Transfer

Procedure	Display
Use the ◀ and ▷ dialog keys to scroll through the displays until "Configure phone?" appears.	<div>THU FEB 04, 99 09:55 AM Configure phone? <></div>
Press the ✓ dialog key to select the Phone Configuration menu.	<div>Phone configuration menu 1 - Initial settings? <></div>
Use the ▷ dialog key to scroll to "Local features?"	<div>Phone configuration menu 4 - Local features? <></div>
Press the ✓ dialog key to select the Local Features menu.	<div>Local features 1- Menu overlay delay?<></div>
Use the ▷ dialog key to scroll to "Fast transfer?"	<div>Local features 11- Fast transfer? <></div>
Press the ✓ dialog key to select the Fast Transfer selection.	<div>One of the following settings will be displayed, depending on which is currently active: <div>Fast transfer disabled Enable fast transfer?</div><p>or</p><div>Fast transfer enabled Disable fast transfer?</div></div>

To change the Fast Transfer setting, press the ✓ dialog key.

To leave the setting as it is, press the ✕ dialog key.

Use a combination of the ◀ and ▶ dialog keys and the to ✕ dialog key to display another setting or to exit the menu system.

Local features
11- Fast transfer? <>

DMS Fast Transfer

Procedure	Display
Use the ◀ and ▶ dialog keys to scroll through the displays until "Configure phone?" appears.	<div>THU FEB 04, 99 09:55 AM Configure phone? <></div>
Press the ✓ dialog key to select the Phone Configuration menu.	<div>Phone configuration menu 1 - Initial settings? <></div>
Use the ▶ dialog key to scroll to "Local features?"	<div>Phone configuration menu 4 - local features? <></div>
Press the ✓ dialog key to select the Local Features menu.	<div>Local features 1- Menu overlay delay?<></div>
Use the ▶ dialog key to scroll to "DMS Fast transfer?"	<div>Local features 12- DMS Fast transfer?<></div>
Press the ✓ dialog key to select the DMS Fast Transfer selection.	<div>One of the following settings will be displayed, depending on which is currently active: <div>DMS fast xfer disabled Enable DMS fast xfer?</div><div>or DMS fast xfer enabled Disable DMS fast xfer?</div></div>

To change the Fast Transfer setting, press the ✓ dialog key.

To leave the setting as it is, press the ✕ dialog key.

Use a combination of the ◀ and ▶ dialog keys and the to ✕ dialog key to display another setting or to exit the menu system.

Autoanswer Mute

Procedure	Display
Use the ◀ and ▶ dialog keys to scroll through the displays until "Configure phone?" appears.	THU FEB 04, 99 09:55 AM Configure phone? <>
Press the ✓ dialog key to select the Phone Configuration menu.	Phone configuration menu 1 - Initial settings? <>
Use the ▶ dialog key to scroll to "Local features?"	Phone configuration menu 4 - Local features? <>
Press the ✓ dialog key to select the Local Features menu.	Local features 1- Menu overlay delay?<>

Use the ▶ dialog key to scroll to "Autoanswer mute?"

Press the ✓ dialog key to select the Autoanswer Mute setting.

To change the Autoanswer Mute setting, press the ✓ dialog key.
To leave the setting as it is, press the ✕ dialog key.

Use a combination of the ◀ and ▶ dialog keys and the to ✕ dialog key to display another setting or to exit the menu system.

Local features
13- Autoanswer mute? <>

One of the following settings will be displayed, depending on which is currently active:

Spkrphone mute enabled
Disable spkrphone mute?

or

Spkrphone mute disabled
Enable spkrphone mute?

Local features
13- Autoanswer mute? <>

Set Date

Procedure	Display
Use the ◀ and ▶ dialog keys to scroll through the displays until "Set date?" appears.	THU FEB 04, 99 09:55 AM Set date? <>
Press the ✓ dialog key to select the Set Date option.	Mo XX Day XX Year XXXX Enter date
Enter 2 digits (01-12) for the month, then 2 digits (01-31) for the day, then 4 digits for the year. The cursor advances automatically to the next field.	Mo 05 Day 22 Year 1999 Enter date
To save the new setting, press the ✓ dialog key. To leave the setting as it was, press the ✕ dialog key.	SAT MAY 22, 99 09:55 AM <>

Set Time

Procedure	Display
Use the ◀ and ▶ dialog keys to scroll through the displays until "Set time?" appears.	THU FEB 04, 99 09:55 AM Set time? <>
Press the ✓ dialog key to select the Set Time option.	XX:XX XX Enter time. *=AM /=PM

Enter 2 digits (01-12) for the hour, then 2 digits (00-59) for the minute, then * (AM) or # (PM). The cursor advances automatically to the next field.

01:12 PM
Enter time. *=AM /=PM

To save the new setting, press the ✓ dialog key.
To leave the setting as it was, press the ✕ dialog key.

SAT MAY 22, 99 01:12 PM
<>

5. OPTISET TERMINAL USED AS AN EKTS PHONE

CACH EKTS Directory Number Restrictions

Because the switching system relies on a Call Appearance ID (CAID) instead of a DN for call-handling, certain phone functions are different or unavailable for a CACH EKTS line. For instance, because the switching system does not allow multiple calls on a single CAID, terminal functions that ordinarily would provide stacking of calls on one key do not work on a CACH EKTS line. Also, any extended programming functions related to a DN, as well as the DN itself, that are programmed into the terminal are ignored by the switching system.

An Optiset terminal that is being used as a CACH EKTS phone should have the same DN assigned to the prime line and at least one other line key to accommodate functions that require multiple call appearances (such as placing an existing call on hold and initiating another call).

EKTS Associated Calls

An EKTS Associated call is one that has been originated or answered by another terminal in the EKTS group and is appearing on a line appearance on your terminal. If the Privacy feature has not been invoked on the terminal involved in the call, the Status Light for the EKTS Associated Call line on your terminal winks (refer to Status Lights in Chapter 1. INTRODUCING YOUR OPTISET TERMINAL for Status Light cadences). If the terminal involved in the call has the Privacy feature invoked, the Status Light on your terminal is on steady to indicate that the line is in use.

Multiple Call Appearances on a CACH EKTS Phone

An Optiset terminal that is operating as a CACH EKTS phone can have one or more feature/line keys programmed with up to 16 call appearances each. A Multiple Call Appearance (CA) key operates

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much like a CACH EKTS line key. Whereas a typical CACH EKTS line key contains only one CACH ID and will only make or answer calls on this CACH ID, a Multiple CA key can make or answer calls on any of its defined CACH IDs.

A possible use of the Multiple CA key is in a group of users sharing the same call appearances on a Multiple CA key on each phone. When a call comes in to the group, the first person to answer the call owns it, and the other phones are free to accept future calls or make outgoing calls on the Multiple CA key.

The Automatic privacy feature (refer to Privacy for EKTS Calls) should have been enabled in the central office switch for all the Multiple CA call appearances. With Automatic privacy set, when a user answers a call on his Multiple CA key, the call automatically disappears from Multiple CA keys on other phones in the group.

Logging CACH EKTS Calls

The Call Logging feature in an Optiset terminal used as a CACH EKTS phone logs only unanswered calls to the prime line.

EKTS Functions On Your Optiset Terminal

Answering Incoming Calls

In both Line Hold and Line Preview modes, you can answer a call by lifting the handset; pressing the Speaker, Headset, or Connect key; or selecting the Answer menu option. When multiple incoming calls are alerting on a CACH EKTS terminal and no call is active, calls will be answered according to one of the following priority schemes:

- If Off Hook Result is set to Answer Any Call, calls are answered in the following order:
 1. The preselected call, if any.
 2. The oldest call.
 3. The oldest Automatic Callback (ACB) call.
- If Off Hook Result is set to Answer Prime Line Only, calls are answered in the following order:

1. The preselected call on the prime line, if any.
2. The oldest call on the prime line.
3. The oldest ACB call on the prime line.

If any call is active when incoming calls are received, lifting the handset; pressing the Speaker, Headset, or Connect key; or selecting the Answer menu option disconnects the active call.

Incoming Calls on a Multiple CA Key

When an incoming call is directed to a CACH ID contained in a Multiple CA key, and a call is already active or alerting on this key, the new incoming call will not appear on the phone. The incoming call will ring on other phones where a Multiple CA key containing this CACH ID is idle, or where a line key with this CACH ID is idle. When the active call on the Multiple CA key becomes idle, if the other call has not been answered by any other phone, it will start ringing on the Multiple CA key. If the other call was answered by another phone without enabling Privacy, the Multiple CA Status light will blink in the EKTS associated cadence.

If an incoming call is directed to a CACH ID contained in a Multiple CA key, and this key is showing an EKTS associated call, the new call will take priority over the EKTS associated call and alert on the Multiple CA key.

If an incoming call is directed to a CACH ID contained in a Multiple CA key, and this key is showing an ACB call, the new call will take priority over the ACB call and alert on the Multiple CA key.

When an incoming call is directed to a CACH ID contained in a Multiple CA key, and the Multiple CA key is idle (Status light off), the new call will be treated like a regular incoming call to a CACH EKTS line. The Status light next to the Multiple CA key will flash. The ringing tone will be played unless the ringer is turned off for the Multiple CA key or the global "Ringer off" feature is turned on.

While the phone is ringing, if another phone with a shared CACH ID answers this call, the Multiple CA Status light is turned off and the call disappears from the phone. This is different from a CACH EKTS line where the Status light would be set to the CACH EKTS associated call cadence.

If you attempt to answer the call while it is ringing (or if autoanswer is on), but another phone has just answered the call, the answer attempt will fail. The Multiple CA key will become idle, and its Status light will turn off.

When you successfully answer an incoming call on a Multiple CA key, the Status light will turn on and you will not see future calls to other CACH IDs on this Multiple CA until the current call goes away from the Multiple CA key. This can happen in two ways:

- The call is disconnected.
- The call is picked up by another shared CACH ID and disconnected by the Multiple CA key.

Automatic Callback Calls on a Multiple CA Key

Automatic Callback (ACB) calls will alert the Multiple CA key if it is idle or if it has an EKTS associated call. Otherwise, the ACB notification will be delayed until the Multiple CA key becomes idle or EKTS associated. When an ACB call is presented on the Multiple CA key, you can answer the ACB notification just as you would an ACB notification on a normal line key.

Outgoing Calls on a Multiple CA Key

You can place outgoing calls on a Multiple CA key, when it is idle (Status light is turned off), just as you would on a line key. The Multiple CA key will be automatically selected for outgoing calls when going off hook on the handset, headset, or speaker, if it is defined as the prime line. When an outgoing call is attempted on a Multiple CA key, the first available CACH ID (not used by other phones with shared CACH ID) in its list will be used to place the call. At this point the Multiple CA key Status light will not show incoming calls until the current call goes away.

Note that the Multiple CA key can be configured as the prime line from the initial setting menu, just like any line key. The only difference is that the prime DN will be blank in this case because this key does not have a DN.

Bridge onto an EKTS Associated Call

You can bridge onto an active EKTS Associated Call, if the Privacy feature has not been invoked for that call, simply by pressing the line key that is associated with the call. The status light for the line key associated with the call is winking before you bridge onto the call, and will change to steady on when bridging has been accomplished. When you are finished with the call, hang up in the way you would for any normal call.

EKTS Associated Calls on a Multiple CA Key

EKTS associated calls will appear on an otherwise idle Multiple CA key when a Key Hold Indication or a Key Release Indication is received from the switch for the associated call. However, if a Privacy Release Notification is received for the associated call, it will not be visible on the Multiple CA key.

When privacy is not enabled, the Multiple CA Status light is set to EKTS associated cadence and the associated call can be barged in by pressing the Multiple CA key (followed by pressing Connect if in Preview mode). This is identical to barging in to an EKTS associated call from a line key. When the Multiple CA Status light is in the EKTS associated cadence, it will not display new incoming call.

Note that an associated call in the Key Setup state will not appear on the Multiple CA key. The reason is because such a call is still in the dialing state and the user cannot barge in to it. Therefore it is best to keep the Multiple CA key available in this case to make outgoing calls.

Privacy for EKTS Calls

If your Optiset terminal has been programmed with the Privacy feature, one of the feature keys is assigned as the Privacy key. When you desire that no other EKTS group user be able to bridge into your EKTS call, simply press the Privacy key. The status light associated with your call on all other EKTS terminals lights steady on to indicate that your call is private.

If the Automatic Privacy on Retrieve from Hold feature is enabled on your Optiset terminal, the Privacy feature is invoked automatically when you retrieve a held EKTS call. Because Privacy is a switch-based rather than terminal-based feature, the interval between retrieval of the call and invoking of the Privacy feature could allow another user to bridge into your call. If that occurs, a Bridged-User Attention Tone (three short beeps) is sounded by your Optiset terminal when the retrieved call appearance becomes active.

Conference/Transfer Call Appearance

The Conference/Transfer Call Appearance (Conf/Transfer CA) is programmed as a fixed CA to be used as the consultation call of a Conference or Transfer. This CA should be assigned only in a CACH EKTS phone.

When you initiate a Transfer or a Conference call, the Optiset terminal puts the active call on hold and checks for a Conf/Transfer CA. If one is defined, the terminal will use it to initiate the consultation call. If the Conf/Transfer CA does not appear on a line key and is busy (used by another consultation call), the terminal will beep and prompt you to select a line. If the Conf/Transfer CA appears on a line key and is busy, the terminal will search for another idle appearance of that line DN. If none is found, the terminal will beep and prompt you to select a line. In either case, if you are prompted to select a line, you may select any idle line for the consultation call.

While setting up the conference or transfer call, you can toggle between the two calls. If the Conf/Transfer CA is defined on a feature/line key, you can toggle between the two parties by pressing the appropriate line keys or by using the "Retrieve line x?" menu option. If the Conf/Transfer CA is not defined on a key, you can toggle only to the consultation call using the "Retrieve conf CA?" or "Retrieve transfer CA?" menu option. If the call on the Conf/Transfer CA is not part of a conference or transfer and is on hold, the "Retrieve conf/xfer CA?" menu option is displayed. This can happen when the first party in the conference or transfer hangs up or an incoming call is answered on the Conf/Transfer CA.

Note: The Conf/Transfer CA is cleared when a download from the switching system is performed.

Hold

For EKTS calls, the line Status indicator will indicate the hold state against the EKTS group of the selected call. Hold against the EKTS group means that all EKTS group members have put their call legs on hold and nobody from the EKTS group is connected to the outside call at this time. The hold state against the EKTS group is recognized by the switch and indicated to the Optiset by the NI value "call on hold" or "call retrieved from hold." The Optiset terminal will change the line status to "pending". The Hold feature will not retrieve an associated CACH EKTS call unless this call is currently being previewed (by pressing the associated line in Preview mode).

Intercom

The Intercom feature, only supported on CACH lines, is used to generate and receive intercom calls. The intercom Status light indicates incoming intercom calls and the status of the intercom call. Intercom keys are not associated with any DNs.

If the Intercom key contains a destination number, pressing this key will autodial the intercom destination. If no destination number is programmed, pressing the Intercom key will return dial tone, and you can dial the number manually.

6. HEADSET OPERATION

The Optiset terminal supports a Headset, the operation of which can be customized to your preferences. In order to use the headset functions, your terminal must have a TA-TAPI adapter. This adapter provides an electret headset connector.

An optional Headset Control key can be defined and is recommended for easy headset operation. However, the Headset Control key is not mandatory. If no Headset Control key is defined, the headset can be controlled by inserting and removing the headset plug or through other keys or menus on the terminal. Consult the person who maintains your Optiset terminal to determine how your headset interface is configured.

Controlling the Headset Using the Plug

How the terminal responds when the headset is plugged in or removed is configurable under local settings. Note that on some headsets, the plugging and removing actions are done with a key on the headset system.

Plugging Headset In

Plugging the headset in (either manually or using the key on the headset system) can result in one of the following actions, depending on how your Optiset terminal has been programmed:

- No action.
- Call control - answers an incoming call; answers an ACB call; generates dial tone if the phone is idle; switches an active call on the speaker or handset to the headset.
- Answer a call - answers an incoming call, or switches an active call on the speaker or handset to the headset. No other action results. Note that if "Answer prime only" is set and an incoming call is ringing on a secondary line, plugging in the headset will result in no action.

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Removing the Headset Plug

Unplugging the headset (either manually or using the key on the headset system) can result in one of the following actions, depending on how your Optiset terminal has been programmed:

- No action.
- Call control - disconnects an active call on the headset, or switches an open listening call to speakerphone mode.
- Speaker on - causes an active call on the headset or in open listening mode to be switched to the speaker.

Controlling the Headset with the Headset Control Key

When a Headset Control key is defined, the key acts like a hook switch for the headset. When this key is pressed while an active call is present on the handset or speaker, the call is picked up by the headset. When the Headset Control key is pressed during an active call on the headset, the call is terminated. When the key is pressed during headset open listening, the call is transferred to the speaker. When the key is pressed during an incoming call, the call is answered on the headset. And, finally, when the key is pressed while the phone is idle or while all calls are on hold, dial tone is generated on a prime line appearance. The Status light next to the key will indicate when a call is present on the headset (Status light On) or when no calls are present on the headset (Status light Off).

Even if a Headset key is programmed on your Optiset terminal, the configurable options for plugging and unplugging the headset still apply. Headset behavior with the key configured is similar to its behavior when no headset key is configured, except when the Speaker key is pressed. When no headset key is defined, pressing the Speaker invokes headset open listening; but with a Headset key present, pressing the Speaker invokes Speakerphone mode. To invoke headset open listening, the headset must already be active on the call when the Speaker key is pressed.

Controlling the Headset Using Keys or Menu Options

You have the option of using existing keys and menus on the Optiset terminal instead of the headset plug to control headset

behavior. Outgoing calls are automatically placed on the headset through composed dialing, speed dial keys, Redial, hot keypad dialing, or pressing a line key to draw dial tone.

You can answer incoming calls on the headset by pressing the corresponding line key, selecting "Answer call" from the menu, or pressing the Connect key. Incoming calls are placed on the headset automatically in the Autoanswer mode. When calls are made or answered by pressing the Speaker key, the phone goes into headset open listening mode. You can disconnect headset calls by using either the Disconnect key or the Disconnect menu option.

During a conversation using the headset, the Volume Up/Volume Down keys (marked "+" and "-") are used to change the volume of the headset. Pressing these keys during the conversation will display the Audio Setting menu and allow you to set the desired volume while visually observing the volume level. Then you can press the ✓ dialog key to store the new volume level or the ✕ dialog key to change it back to the previous level. Note that some headsets have their own independent volume control, which can be used to modify the headset's volume level.

7. FEATURES

Three types of features are available to you as a user of the Optiset ISDN Terminal:

- Local features
- Switch-based features
- Combined local/switch-based features

Local features are based entirely in the Optiset terminal and are available to you irrespective of the kind of central-office switching system that serves the terminal. Some examples of local features are Mute, Redial, Do Not Disturb, and Speed Dial.

Switch-based features are provided entirely by the central-office switching system and are merely requested through the Optiset terminal. Some examples of switch-based features are Automatic Callback, Automatic Recall, and Group Call Pickup.

Combined local/switch-based features involve actions by both the Optiset terminal and the central-office switch, as well as handshaking between the two. Examples of combined local/switch-based features are Conference, Hold, and Intercom.

Many of the features available through your Optiset terminal can be invoked using dedicated function keys and programmed feature keys. These same features also may be invoked using the menu system. Other features for which feature keys have not been (or cannot be) programmed also are available through the menu system.

Autoanswer

Autoanswer is a local Optiset terminal feature that automatically answers incoming voice calls. When this feature is active, if the terminal is idle and an incoming call occurs, the terminal will ring for half a second and then answer the call and present it through the speaker, with the microphone muted. If the handset is off the hook when the call occurs, the terminal will answer the call without activating Mute. If a headset is connected, the terminal will answer the call on the headset, without Mute.

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The Autoanswer feature is controlled by a pre-programmed feature key. When the feature has been turned on using this key, the status light associated with the key lights. When the feature is turned off, the associated status light also is off.

Note: Lines on the Optiset terminal can be set up with Autoanswer individually enabled or disabled. If the global Autoanswer feature is active, even lines with the individual feature disabled will answer calls automatically. On the other hand, if a line has its individual Autoanswer enabled, it will continue to answer calls automatically even if the global feature is turned off.

Automatic Callback

Automatic Callback (ACB) is a switch-based feature that can be activated by a feature key on the Optiset terminal (if the key has been programmed). When you make a call and find that the called party's line is busy, you can press the ACB key to activate the feature. You also can activate ACB from the menu system by scrolling to the Auto callback? menu option and pressing the ✓ dialog key. The switching system will then call you back when the called party's line becomes idle.

An ACB alerting call that is not answered eventually will be timed out by the switching system. When the feature times out, ringing and indicator flashing on your Optiset terminal will cease. The line that was being used to alert you goes idle, and you can then use it to place regular outgoing calls.

Answering an ACB Call

When the switching system rings your Optiset terminal to alert you that the party you attempted to call is available, press the line key associated with the alerting indicator light. Pressing the line key instructs the switching system to retry the call to the previously busy party.

Making an Outgoing Call While ACB is Alerting

You can place an outgoing call while an ACB call is alerting on your Optiset terminal by doing one of the following:

- Select a line with a different DN and place your call.
- Use Redial, a Speed Dial key, or (if programmed) the hot keypad to place the outside call. These methods automatically select an idle line, if available, or (unless the terminal is being used as a CACH ECTS phone) stack the new outgoing call on the same line as the ACB alerting call.

Cancel Automatic Callback

After you have activated the ACB feature, the idle menu display on your Optiset terminal will display the Cancel auto callback? menu option. Pressing the ✓ dialog key will cause the terminal to request the central office switch to cancel operation of the ACB feature with your Optiset terminal.

Call Log

The Call Log is a local (Optiset terminal based) feature that stores the calling-party numbers of unanswered or rejected incoming calls. For each such call, the date and time also are recorded.

From the idle menu display on your Optiset terminal you can scroll to the Access call log? menu option. This option allows you to scroll through the logged calls, display the date and time the calls occurred, and delete calls from the log.

The Call Log feature will store up to 20 call records. If the limit of 20 records is reached, no more calls will be logged. The idle menu will display a message informing you that the log is full, and the Access call log? option will be offered to encourage you to review the log and delete records you no longer want to keep.

Conference/Large Conference

Conference is a combined local/switch-based feature that allows you to include from 3 to 30 parties in a single call, depending on the conference sizes to which your Optiset terminal is subscribed. The Large Conference feature permits your terminal to be subscribed to two different conference sizes.

If your terminal is subscribed to only one conference size, there is a single Conference feature key programmed on your terminal. If

your terminal is subscribed to two different conference sizes, both a Conference key and a Large Conference key will have been programmed. The specific number of parties you can add to each size conference is determined by the service to which your terminal is subscribed. Consult the person responsible for installing and setting up your terminal to obtain this information.

To activate the Conference feature, there already must be a call active. Then, if you have the Large Conference feature available, you must decide how many parties you are going to add to the call. If you will be adding no more than the maximum allowed by the basic Conference feature, press the Conference key. If you will need to add more parties than the basic Conference feature allows, first press the Large Conference key, then press the Conference key. The Status light associated with each conference key pressed will light.

The Conference feature will then place the existing call on hold and either select the next available line with the same DN as the conference call or will prompt you to select the line on which to add the conferee. You may select either an idle line, to dial a third party, or a line that is on hold, to add a held party to the conference.

After you have made your call to the third party or connected the held party, you are in a consultation call with only that party. The original party is still on hold. The Status light associated with the Conference key is flashing to indicate that the consultation call can now be joined to the original called party to form a conference. To do this, simply press the Conference key. All three parties will now be joined in a conference call, and the Conference key Status light will change to steady on.

To add another party to the conference, again press the Conference key, or the Large Conference key and then the Conference key, and repeat the procedures just described. If you reach the maximum number of parties for your Conference feature, you will be permitted to set up a consultation call, but the switching system will not add the consultation call to the conference. If this occurs, you must terminate the consultation call in order to return to the conference call. If you wish, you may then drop one party from

the conference and repeat the preceding steps to reestablish the consultation call and then add it to the conference.

Your Optiset terminal supports up to two simultaneous conferences. If an incoming call occurs while you have one conference active, you may put the conference on hold and answer the incoming call. Then, if you wish, you may use the Conference key (and Large Conference key, if necessary) to establish a second conference call involving the new incoming call and yet another party. With two conferences now operating on your terminal (one active and the other on hold), you may toggle between the two conferences or drop out of one and remain with the other.

Date

From the idle menu display you can set the date that is displayed on your Optiset terminal by scrolling to the Set date? menu option. When this option is displayed, press the ✓ dialog key to display the Mo, Day, and Year fields. Then use the ◀ and ▶ dialog keys to cursor to the fields. Enter the current date in the format already displayed and then press the ✓ dialog key to store your entry. At any time prior to storing your entry you can abort the Date option and retain the previous settings by pressing the ✕ dialog key.

Direct Station Select

Direct Station Select (DSS) is assigned to a feature key in support of the ISDN Smart Attendant Services (ISAS) feature. Each DSS key provides speed-dial access to another phone, as well as a visual indication of the status of that phone through the associated status light serving as a Busy Lamp Field (BLF) indicator. Essentially, a DSS key is a Speed Dial feature key that has a Feature ID Number (FIN) assigned instead of a DN.

The BLF indicator is used by an ISAS attendant to determine the status of a specific terminal device, which may have multiple DNs associated with it. The attendant uses the DSS key to place calls to the associated terminal device.

Do Not Disturb

Do Not Disturb is a local feature that causes the Optiset terminal to reject all incoming voice calls. A Do Not Disturb feature key will have been programmed if this feature is available to you. The Status light associated with the Do Not Disturb key lights when the feature is activated. The Status light goes dark when the key is pressed again to turn the feature off.

If your Optiset terminal is being used as an EKTS phone, Do Not Disturb rejects only calls to your primary line appearance. Those calls still will be presented to the other phones in the EKTS group.

If you have the Call Logging feature, unanswered and rejected incoming calls still will be logged even if Do Not Disturb is activated. If the terminal is used as an EKTS phone, only calls on the primary call appearance will be logged.

Download

Your Optiset terminal is capable of receiving configuration updates downloaded directly from the central-office switching system, if the switching system supports such downloads. A download may update Feature Identification Numbers (FIN) for various menu features, as well as such CPE parameters as Call Appearance IDs and the mapping of feature keys on your terminal, unless those key assignments are protected.

If your terminal should display the "New download available" message, you can select the Clear download msg? menu option to clear the message. Then, either consult the person responsible for maintaining your Optiset terminal, or refer to document 1275-00050, *Optiset NI-1200 ISDN Desktop Terminal Installation, Setup, and Programming Guide*, for instructions on how to request the download.

Fast Transfer/DMS Fast Transfer

Fast Transfer, when enabled, allows you to complete the transfer of a call by simply hanging up after the party to receive the transfer has answered. If the transfer fails after you hang up, the transfer call is canceled, the Optiset terminal sounds an error tone, and the original call remains on hold. You may then reattempt the transfer or retrieve the held call.

DMS Fast Transfer is equivalent to the generic Fast Transfer feature but is designed to operate with DMS switching systems. Check with the person who installed your Optiset terminal, or the one who maintains it, to determine which Fast Transfer feature is enabled on your terminal.

Feature Indicator/Speed Dial

Speed Dial feature keys on your Optiset terminal can be programmed so that the associated status light represent another function. For example, if your terminal is subscribed to a Message Waiting feature provided by your local telephone operating company, a status light can be programmed to turn on when a Message Waiting Feature Identification Number (FIN) is received from the switching system. The associated Speed Dial key might be programmed to dial a message server to retrieve the message.

When you press the Feature Indicator/Speed Dial key, the Optiset terminal places a call on an idle prime line appearance. However, unlike a normal Speed Dial key, pressing this key will not turn on the associated status light.

Feature Key Inspection

If your Optiset terminal is programmed with a Feature Key Inspection (FKI) key, this key allows you to inspect or verify the definition of a local or system feature key. The key toggles the Inspection mode on and off. The status light associated with the FKI key turns on and the message "Inspect is on" is displayed when the Inspection mode is on.

When the Inspection mode is on, you can press any other feature or line key to display current information about that key. Four types

of inspection can be made, each depending on the status of the key being inspected: Local Feature Inspection, System Feature Inspection, Idle Line Inspection, and Active Call Inspection.

Local Feature Inspection

With Feature Key Inspection turned on (refer to Feature Key Inspection), you can verify the feature assigned to any local feature key by simply pressing that key. The Optiset terminal will display, for 5 seconds, information about the assigned feature. The lower line of the display will identify the feature (Speaker, Speed Dial, etc.), and the upper line will display appropriate additional information, such as the name or DN associated with a Speed Dial key.

System Feature Inspection

With Feature Key Inspection turned on (refer to Feature Key Inspection), you can verify the switching-system based feature assigned to a feature key by simply pressing that key. The Optiset terminal will send a Feature Inspection request to the switching system, which will then return information about the feature assigned to the key. The terminal will display the information for 5 seconds.

Idle Line Inspection

With Feature Key Inspection turned on (refer to Feature Key Inspection), you can verify the DN assigned to an idle line key by simply pressing that key. The Optiset terminal will send a Feature Inspection request to the switching system, which will then return the DN assigned to the key. The terminal will display the DN for 5 seconds.

Active Call Inspection

With Feature Key Inspection turned on (refer to Feature Key Inspection), you can obtain switch-generated information about a call that is active on a line assigned to a specific line key by simply pressing that key. The Optiset terminal will send a Feature Inspection request to the switching system, which will then return

information about the call associated with the key. If the call is the currently active call, the duration of the display is determined by the switching system. If the call is a background call, the terminal will display the information for 5 seconds.

Group Pickup

Group Pickup is a switch-based feature that allows you to answer a call that is ringing on any of the phones in a group of phones that have been listed with your telephone operating company as a pickup group. If your Optiset terminal is subscribed to this feature, it is available through the menu display when you go off-hook. When you hear a phone in your pickup group ringing, simply go off-hook and press the ✓ dialog key to answer the call.

Note: Group Pickup ceases to be available as soon as you begin dialing an out-going call.

Hold

Hold is a combined local/switch-based feature that is used to put either a single party or a conference on hold so you can answer or make another call. The feature can be activated either by pressing the Hold feature key or by selecting the Hold? menu option from the menu display. Either action sends a Hold request to the central-office switching system.

When a Hold Acknowledge is received from the switching system, the Optiset terminal will isolate the call from the terminal's acoustic circuits, and the Hold status light will turn on. If the Hold request is rejected by the switching system, the current call state of the terminal will not change, and an error message may be sent to the terminal by the switching system.

For non-EKTS calls, the line key status light indicates that a particular call is on hold. For EKTS calls, the line key status light indicates that the call is on hold in the entire EKTS group. This condition must be recognized and acknowledged by the switching system before the Optiset terminal will cause the line key status light to give the Hold indication.

The Hold key status light indicates whether your Optiset terminal's own call leg is on hold and selected. This is achieved by the switching system returning a Hold Acknowledge to the terminal for the selected call.

When you want to retrieve a held call, press the line call associated with the held call, or select the Retrieve menu option. This will cause your Optiset terminal to send a retrieve request to the central-office switching system. When the Retrieve Acknowledge message is returned to your terminal by the switching system, the Hold status light will turn off, indicating that the call is no longer on hold.

If your Optiset terminal is in Preview mode rather than Line Hold mode, you can select and review all held calls using the line keys. After previewing a held call, press the Connect or Hold key, go off-hook, or select the Retrieve menu option to send a retrieve request to the central-office switching system. The selected held call will be retrieved after the Retrieve Acknowledge message has been sent to your terminal by the switching system. The Hold status light will be turned off to indicate that the call is no longer on hold. All other held calls will remain on hold.

If the switching system should reject your retrieve request, the call will remain on hold. You may attempt to retrieve the call later.

Intercom

Intercom is a combined local/switch-based feature that is operates only on an Optiset terminal used as a CACH EKTS phone. The feature requires an Intercom feature key to have been programmed on your terminal.

The Intercom key will operate in one of two ways. If it has been programmed with an intercom number associated with another terminal in the intercom group, you can press the Intercom key to automatically ring that terminal. If the Intercom key has not been programmed with an intercom number, you will receive dial tone when you press it. You can then dial the intercom number (up to 2 digits) of the terminal you want to call.

The status light associated with the Intercom key will alert you to incoming intercom calls and will indicate the status of intercom calls.

Line Status/Speed Dial

If your Optiset terminal operates as a CACH EKTS phone, the Speed Dial feature keys can be programmed so that the associated status lights represent some other function. One example of this is the Line Status/Speed Dial key, which functions as a normal Speed Dial key when you press it, while the associated status light represents activity on a programmed call appearance.

When you press the Line Status/Speed Dial key, the Optiset terminal places a call on an idle prime line appearance. However, unlike a normal Speed Dial key, pressing this key will not turn on the associated status light.

The status light associated with the Line Status/Speed Dial key lights whenever there is any activity on the line CACH ID or DN. However, the only cadence is steady on, regardless of the activity (dialing, ringing, connected, or held) on the line.

Make Busy

Make Busy is a switch-based feature that prevents incoming calls from being presented to your Optiset terminal. If your terminal has been subscribed to this feature, the Make busy? menu option will be available through the idle menu display. Simply press the ✓ dialog key to activate the feature. Thereafter, the idle menu display will present the Cancel make busy? option. Press the ✓ dialog key with this option displayed to cancel the Make Busy feature.

Mute

Mute is a local feature that blocks the outgoing speech circuits in the Optiset terminal. In the speaker mode, Mute blocks the microphone; In the handset or headset mode, Mute blocks the mouthpiece. The feature is activated by pressing the Mute feature key. When Mute is active, the status light next to the Mute key is lighted.

If a muted call is placed on hold, the mute state goes away and the status light goes dark. When the held call is retrieved, it is not muted.

Preview Mode

If your Optiset terminal has been programmed with a Line Preview feature key, you can use this key to toggle between the Line Hold mode and the Line Preview mode. This feature allows you to selectively activate the Line Preview mode for a specific call, view the calling DN of the caller, and determine how you want to handle the call before connecting to it.

If your terminal is not programmed with a Line Preview feature key, then either the Line Preview mode or the Line Hold mode (default) was selected during initial setup of your terminal. If you would like to have the mode changed, either consult the person who maintains your Optiset terminal or refer to document 1275-00050, *Optiset NI-1200 ISDN Desktop Terminal Installation, Setup, and Programming Guide*.

Redial

Redial is a local feature that redials the last number you dialed on your Optiset terminal. This feature can be invoked from the idle menu display by scrolling to the Redial xxxxxxxxxx? option (the last number you dialed will be displayed instead of "xxxxxxx") and pressing the ✓ dialog key. The feature also can be invoked by pressing the Redial feature key, if such a key has been programmed on your Optiset terminal.

If the last number you dialed is greater than 14 digits, only the first 14 digits of the number will be displayed. However, the entire number will be redialed when the feature is invoked.

If the Optiset terminal is unplugged or reset, the last number dialed is lost and this feature will not work until after an outgoing call has been attempted.

Ringer Off

If a Ringer Off feature key has been programmed on your Optiset terminal, this local feature will mute the ringer so that incoming calls are only announced by the display and the associated line key status light. When the ringer is muted, the status light associated with the Ringer Off key lights.

Note: Activating the Ringer Off key deactivates the ringer volume adjustment function. If you press the volume up/down keys while an incoming call is being presented, the terminal will beep to remind you that this function is not available.

Speaker

Your Optiset terminal should have been programmed with a Speaker feature key. This key switches on the microphone and loudspeaker to allow hands-free operation of the terminal. The status light on the Speaker key lights to indicate that the terminal is in the hands-free/open listening mode.

If the terminal is idle, the Speaker key can be used to initiate a call on the prime line. If an incoming call is presented when no other calls are active, you can press the Speaker key to answer the call.

Speed Dial

Speed Dial is a combined local/switch-based feature that allows you to make a call by pressing a single key. When the Optiset terminal is idle, pressing a Speed Dial key causes the terminal automatically to select the prime line and dial the number assigned to the key. As an alternative, you can select a line other than the prime line, by pressing the associated line key, and then press the Speed Dial key to make the call on the selected line.

When you press a Speed Dial key, its status light turns on for about half a second to acknowledge your request. The name of the party you are calling (if previously programmed into the terminal) will appear momentarily on the first line of the display, with the called DN displayed on the second line.

Time

From the idle menu display you can set the time that is displayed on your Optiset terminal by scrolling to the Set time? menu option. When this option is displayed, press the ✓ dialog key to display the xx:xx field. Enter the current time in the format already displayed, and press * for AM or # for PM. Then press the ✓ dialog key to store your entry. At any time prior to storing your entry you can abort the Time option and retain the previous settings by pressing the ✕ dialog key.

Transfer

Transfer is a combined local/switch-based feature that allows you to move a call from your Optiset terminal to another phone and remove your terminal from the call. This feature may be invoked with the Transfer feature key, if this key has been programmed on your terminal, or through the menu system. Invoking this feature when a call is active causes the switching system to place the other party on hold. The Optiset terminal then selects another call appearance. When dial tone is occurs on the new call appearance, you may dial the number of the party to whom you want to transfer the call.

If the Fast Transfer feature has been enabled on your Optiset terminal, you can simply hang up when the party to whom you are transferring the call answers. The call will transfer automatically to the party you called. If the Fast Transfer feature is not enabled, select the Complete transfer? option from the menu system to transfer the call.

The menu system provides a number of options at different stages of the transfer operation. While you are dialing the transfer number, you may select either the Cancel transfer? option or the Restart dialing? option. The Cancel Transfer option allows you to stop the transfer and retrieve the original call from hold. The Restart Dialing option cancels the transfer call and allows you redial, while the original call remains on hold. This option is helpful if you have dialed an incorrect digit or have begun to dial the wrong party.

After you have finished dialing the transfer number and have the new party on the line, you may select one of the following options:

Complete transfer?, Release this call?, Retrieve line x?, or Join line x?. The Complete Transfer option transfers the held call to the new party. The Release This Call option disconnects from the transfer call and reconnects to the held party. The Retrieve Line x option allows you to toggle between the new party and the held call. "Line x" (1 to 44) is the line key number associated with the held call. The Join Line x option puts you in a conference call with both other parties. "Line x" (1 to 44) again is the line key number associated with the held call.

User-to-User Information (UII)

If your Optiset terminal has been subscribed to a user-to-user messaging feature through your telephone operating company (TOC), and if your terminal has been programmed with a UII Read feature key, you can use this key to read the last UII message received by your terminal for the currently active or selected call. If your terminal is idle, you can use the key to read the last UII message that has not been read.

When a UII message is available, the status light associated with the UII Read feature key lights and "UII" appears at the far right end of the first column of the display. Press the UII Read feature key to read the UII message for the incoming call. Then press the UII Read feature key again to delete the message and extinguish the status light.

If multiple calls are present, each call may have its own UII message available. You can use the Line Preview mode to select a specific line appearance and then press the UII Read feature key to view the message for that call. Then press the UII Read feature key again to delete the message and extinguish the status light. Select another line appearance and repeat the preceding steps if you want to read the messages for other calls.

User-to-User Signaling (UUS)

If your Optiset terminal has been subscribed to a user-to-user messaging feature through your telephone operating company (TOC), and if your terminal has been programmed with the

appropriate feature keys, you can activate features that send prerecorded messages to other parties as follows:

- **UUS Answering** - sends a message to the calling party when you answer a call.
- **UUS Originating** - sends a message to the called party when you originate a call.
- **UUS Terminating** - sends a message to the called party when you terminate the call.

UUS Answering

While the UUS Answering feature is active, your terminal will send a prerecorded message to the calling party every time an incoming call is answered. Press the UUS Answering feature key to activate the feature. The associated status light will turn on to indicate that the feature is active. If your Optiset terminal is idle or active with a call, the prerecorded message will display for 5 seconds.

To deactivate the feature, press the UUS Answering feature key again. The associated status light will go dark.

Multiple UUS Answering feature keys can be programmed on your terminal, each with a separate message. If you have this configuration, press the appropriate feature key to select the message that will be sent to answered calls.

UUS Originating

While the UUS Originating feature is active, your terminal will send a prerecorded message to the called party every time you originate a call. Press the UUS Answering feature key to activate the feature. The associated status light will turn on to indicate that the feature is active. If your Optiset terminal is idle or active with a call, the prerecorded message will display for 5 seconds.

To deactivate the feature, press the UUS Originating feature key again. The associated status light will go dark.

Multiple UUS Originating feature keys can be programmed on your terminal, each with a separate message. If you have this

configuration, press the appropriate feature key to select the message that will be sent to originating calls.

UUS Terminating

While the UUS Terminating feature is active, your terminal will send a prerecorded message to the calling party every time you terminate or reject a call. Press the UUS Terminating feature key to activate the feature. The associated status light will turn on to indicate that the feature is active. If your Optiset terminal is idle or active with a call, the prerecorded message will display for 5 seconds.

To deactivate the feature, press the UUS Terminating feature key again. The associated status light will go dark.

Multiple UUS Terminating feature keys can be programmed on your terminal, each with a separate message. If you have this configuration, press the appropriate feature key to select the message that will be sent to terminating calls.

8. MENU TREES

This chapter presents the menu options that are available to you during specific operating states of your Optiset terminal. For descriptions of the dialog keys used to access the menu options, refer to "Display" and "Dialog Keys" in Chapter 1.INTRODUCING YOUR OPTISET TERMINAL.

Idle Terminal

THU FEB 04, 99 09:35 AM	
Redial xxxxxxxx	< >
Cancel auto callback?	< >
Make busy?	< >
Cancel make busy?	< >
Set date?	< >
Set time?	< >
Access call log?	< >
Refer to "Call Log Accessed"	
Configure phone?	< >
Refer to document 1275-00050, Optiset NI-1200 ISDN Desktop Terminal Installation, Setup, and Programming Guide	

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Incoming Call Alerting

xxx-xxxx	
Answer call?	< >
Reject call?	< >

Auto Callback Call Alerting

xxx-xxxx	
Cancel auto callback?	< >

Outgoing Call - Offhook

Dial:	
Group call pickup?	< >
Disconnect call?	< >

Outgoing Call - Dialing

Dial: x	
Disconnect call?	< >

Outgoing Call - Ringing

Dial: xxxxxxxx	
Disconnect call?	< >
Auto callback?	< >

Connected Call

xxx-xxxx	
Drop last party?	< >
Activate/cancel privacy?	< >
Hold?	< >
Refer to "Call On Hold"	
Transfer?	< >
Refer to "Transfer - Dialing"	
Conference?	< >
Refer to "Conference - Dialing"	
Consultation call?	< >
Refer to "Consultation - Dialing"	
Disconnect call?	< >

Call On Hold

xxx-xxxx	
Retrieve line x?	< >
Make another call?	< >

Conference/Transfer CA On Hold

xxx-xxxx	
Retrieve conf/xfer CA?	< >
Make another call?	< >

Transfer - Dialing

x		
Cancel transfer?		< >
Restart dialing?		< >

Transfer - Ringing/Connected

xxxxxxxx		
Complete transfer?		< >
Release this call?		< >
Retrieve line x?		< >
Join line x?		< >

Conference - Dialing

x		
Cancel conference?		< >
Restart dialing?		< >

Conference - Ringing/Connected

xxxxxxxx		
Complete conference?		< >
Release this call?		< >
Retrieve line x?		< >
Transfer call?		< >

Consultation - Dialing

x		
Cancel consultation?		< >
Restart dialing?		< >

Consultation - Ringing/Connected

xxxxxxxx		
Retrieve line x?		< >
Release this call?		< >
Join line x?		< >

Download Available

New download available		
Clear download message?		< >

Call Log Accessed

xxx-xxx-xxxx (x)		
Delete this entry?		< >
Next log entry?		< >
Previous log entry?		< >
More details?		< >

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